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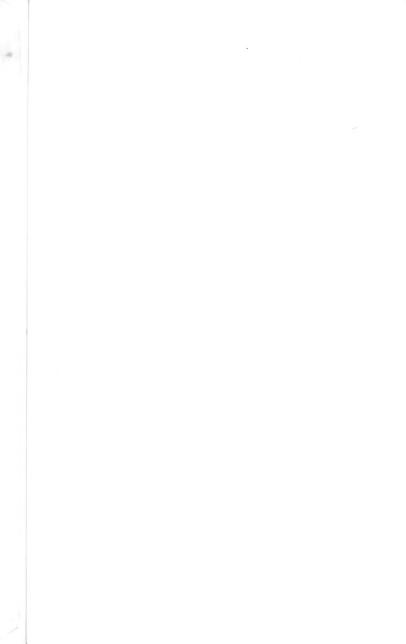


Lake Worth, Fla. 33461

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# PALM BEACH JUNIOR COLLEGE

1965 1966





## Palm Beach Junior College

4200 South Congress Avenue, Lake Worth, Florida

## Co=Educational

officially accredited by the Southern Association of Colleges and Secondary Schools

Cover design by Paula Priegel, 1965

The Bulletin of Palm Beach Junior College Vol. 27, No. 1 Publication of Palm Beach Junior College Loke Worth, Florida

## CALENDAR FOR 1965-1966

## FALL TERM

August 9 Last day to make application for admission as a day student, 3:00 p.m.
August 11 Final testing for all new day students (excluding transfers)
August 13 Final day to complete all application procedures for admission as day student, 3:00 p.m.
August 16 Orientation for Group I, 8:00 a.m 3:00 p.m.
August 17 Orientation for Group II, 8:00 a.m 3:00 p.m.
August 18 Orientation for Group III, 8:00 a.m 3:00 p.m.
August 19 Orientation for Group IV, 8:00 a.m 3:00 p.m.
August 17-20 Counseling by appointments assigned at Orientation for all new students
August 23-26 Registration by appointment for all day students Registration for all evening students
August 27 Classes begin
August 27-September 7Days to correct schedules due to errors only
September 2 Late registration for day students who met all entrance
requirements as of August 13. Late registration for evening students
September 6 Labor Day holiday
October 1 Last day to withdraw from classes with a "W"
October 18-22 Mid-term examinations
November 25 - 26
December 15-21 Final examinations. All grades due in
Registrar's office by 4:00 p.m., December 21
December 21 End of Fall Term
December 22
WINTER TERM
December 20 Last day to make application for
admission as a day student, 3:00 p.m.
dumeston as a day statem, 5.00 pm
December 27 Last day to complete all application
December 27

## CALENDAR FOR 1965-1966 (continued)

January 10	Late registration for day and evening classes
	Last day to withdraw from classes with a "W"
	rch 4
	Good Friday holiday
	Final examinations. All grades due in
rapid as as min	Registrar's office by 4:00 p.m., April 29
April 29	End of Winter Term
	Commencement
	SPRING TERM – First Session
April 25	Last day to make application for
	admission as a day student, 3:00 p.m.
April 28	Final day to complete all application
-	procedures for admission as day student, 3:00 p.m.
	Final testing for all new day students (excluding transfers)
May 2	Orientation and counseling by appointment for
	new day students, 8:00 a.m 3:00 p.m.
May 3	Counseling by appointment for new
3.4	day students, 8:00 a.m 3:00 p.m.
May 4-5	Registration for day students by appointment
M (	Registration for evening students
	Days to correct schedules due to errors only
May 9	Late registration for day students who met all entrance requirements as of April 28
	Late registration for evening students
May 19	Last day to withdraw from classes with a "W"
	Final examinations. All grades due in
	Registrar's office by 9:00 a.m., June 16
June 15	End of First Session
	SPRING TERM – Second Session
June 8	Last day to make application for
	admission as a day student, 3:00 p.m.
June 9	Final testing for all new day students (excluding transfers)
	Final day to complete all application
	procedures for admission as a day student, 3:00 p.m.
June 10	Orientation for new students
	Registration for day and evening students

## CALENDAR FOR 1965-1966 (continued)

June 17	Classes begin
June 17, 20 Days to correct	schedules due to errors only
June 20 Late re	egistration for day students
who met entrance	ce requirements as of June 10
Late reg	gistration for evening students
June 30 Last day to withd	draw from classes with "W"
July 4	Independence Day holiday
July 20 Final exa	
Registrar's	office by 9:00 a.m., July 30
August 1	Commencement

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M.A., University of California at Santa Barbara M.A., University of California at Los Angeles	

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B.S., Memphis State M.S., University of Mississippi	
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B.S., M.A., George Peabody College for Tea	
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R.D.H., B.S., West Liberty State College GALBRAITH, WILLIAM B.	Di i Di i l C i
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A.A., Palm Beach Junior College B.S.E., M.A., University of Florida	<i></i>
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M.M., North Texas State College HOFMANN, GEORGE W	Social Science
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B.A., DePauw University M.S., Indiana University	Treater and Thysical Eddeds
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LESKO, JOSEPH M.	Chemistry
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B.P.S.M., M.A., Ed.D., Indiana University	1 Testdent
MAYFIELD, LAURENCE H	Assistant Registrar
B.S., M.S., Kansas State Teachers College	Tabletain Regional
McCREIGHT, CHARLES R.	Journalism, Speech
B.S., Western Illinois University	, 1
M.A., University of Illinois	

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B.A., Lake Forest College M.Ed., Miami University of Ohio	0
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B.S., Lincoln Memorial University M.S., University of Tennessee	
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Ed.D., University of Texas	
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B.S., Flora Macdonald College M.A., East Carolina College M.T., (ASCP), School of Medical Technology of the Bowman Gray School of Medicine and the North Carolina Baptist Hospital	
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B.A., M.A., Indiana University PIATT IOLINIAN I.	г 1-1
PLATT, JOHN W., Jr.	English
A.B., Wofford College M.A., University of South Carolina	24.1
PRICE, WILLIAM EDWARD	
B.A., Trinity College M.A., Boston College DDVIJELIED, CEVANOLID	
PRYWELLER, SEYMOUR	Music

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SCHILD, MILDRED M
A.B., Florida State University M.A., University of North Carolina SHEFFEY, CLIFFORD H
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B.S., M.S., New York State Teachers College, Brockport
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WASHBURN, DALE Data Processing
B.S., University of Michigan WHITE, E. WAYNE Dean of Men
A.B., M.Ed., Ph.D., University of North Carolina WHITMER, DON C Engineering Drawing: Chairman,
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B.A., Westminster College M.S., Florida State University

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B.A., Florida Southern College	
BEEBE, DAVID WILLIAM, Jr.  B.B.C., University of Florida	
RROCKWAY CEORGE ROBERT	Engineering Graphics
B.C.E., University of Florida	VD T 1 1
BROGGI, PETER J.  R.T., Du Page County Hospital	A-Kay Technology
BRUCE, C. NEIL	Data Processing
CAMPRELL MARTIN V.	Economics
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B.A., McMaster University	8
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Howard College	
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D.A., D.D.B., University of Tennessee	

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B.S., Georgia State College NINA K. JENSEN	for Women; M.A., Johns Hopkins University Art; 1948-1964
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	Assistant Controller
, ,	713343tuni Controller

#### GENERAL INFORMATION

#### HISTORY

Palm Beach Junior College is a two-year, co-educational institution established in 1933 with the cooperation of the County Superintendent of Public Instruction, the Board of Public Instruction, representatives of civic organizations of West Palm Beach, and members of Palm Beach High School Faculty. Palm Beach Junior College had its inception in service to young men and women who desired educational work beyond high school. Because these young people were unable to secure employment immediately after graduation

from high school, and because they expressed interest in higher education, the

College was founded to meet their needs.

From 1933 to February, 1948, Palm Beach Junior College was located adjacent to Palm Beach High School. In February, 1948, the College was moved to a complete plant on a 21-acre site at the de-activated Morrison Field, where it experienced its greatest growth, only to be faced with the necessity of surrendering title to the Air Force for re-activation of the field. Through the cooperation of the Town Commission and people of Lake Park, their town hall was made available to the College as a temporary home. The move to rather restricted quarters substantially reduced both enrollment and faculty, but with the addition of space rented in the Community Church of Lake Park, the College again increased the student body to full capacity of its facilities until, at the opening of school in September, 1955, it was forced to refuse admission to more than one hundred students.

At the present time, after three temporary locations, Palm Beach Junior College is located on a 114-acre campus-site. The board of County Com-

missioners donated this site to the Board of Public Instruction.

Palm Beach Junior College holds a distinctive place in Florida education as the first junior college in the state to become a part of the educational system of an individual county. In December, 1947, it became the first public junior college in Florida to be approved by the State Board of Education for participation in the Minimum Foundation Program.

#### ACCREDITATION AND MEMBERSHIPS

Palm Beach Junior College is accredited by the Southern Association of Colleges and Secondary Schools and the State Department of Education. The College is an active member of the American Association of Junior Colleges, the Florida Association of Public Junior Colleges and the Florida Association of Colleges and Universities,

Admission to the upper division of the state universities and to virtually all other colleges and universities in the United States is granted upon the satisfactory completion of two years work at Palm Beach Junior College.

#### PHILOSOPHY

Realizing that securing a college education presents a complex and significant problem to many of its area citizens, and that the opportunity to attain that eductional goal may, without a community-centered institution, be denied many of these people, Palm Beach Junior College is dedicated to meeting the demands for two years of higher education. Palm Beach Junior College seeks to insure the maximum in personal educational service to the individual

student at a minimum cost, for the benefit of the individual, of the nation, and of society in its effort to achieve its hopes for the future.

#### **PURPOSES**

The philosophy, purposes and functions of Palm Beach Junior College have grown out of the needs and nature of the community, the needs and desires of citizenry, and the belief that all people who wish to should have the opportunity to continue beyond high school, a program of general education, to prepare for entrance to some field of employment or to prepare for further study in a senior college or university.

Since the demands of society and the needs of individuals require post-high school education for an increasing number of our population, the College has devised and tries to maintain a program to prepare the citizenry (a) for effective living as persons and members of a family; as members of the state and world and (b) for vocations in which they can make their greatest contribution to society and in which they can gain personal satisfaction and security. In trying to meet the needs of its people and to implement its philosophy, the College has several specific and particular purposes:

- The College endeavors to provide the needed curricula in four general areas of instruction.
  - 1. It seeks to carry on a program for the student who wishes to continue his studies beyond the two-year program.
    - It provides the first two years of college instruction for most of the academic schools and colleges in universities and other four-year institutions.
    - It provides pre-professional studies for admission to professional schools.
  - It has a program of general studies directed at the production of well-informed, competent citizens who can function effectively as members of a family, a community, a state and a democratic nation — a program that serves both social and individual needs.
  - 3. It offers a program of specialized curricula designed primarily to prepare the student to find entrance employment in a specific occupation, semi-profession or profession, in the nursing field or as a dental hygienist. This program also includes liberal arts study to aid him in gaining civic competence and personal adequacy.
  - 4. It keeps in touch with the community and the people it serves, noting changes and trends of development and seeks to meet the educational needs of the area both individuals and enterprises.
- II. The College seeks to promote in its constituency many desirable qualities.
  - It strives to develop qualities of maturity, leadership and ability to participate in group efforts.
  - It aids in the acquisition of desirable ethical, moral and esthetic values, attitudes and sensitivities.
  - It helps in the acquirement of knowledge, skills and social and intellectual competencies.
  - 4. It strives to develop a proficient and informed citizenry.

- III. The College seeks to make a vital contribution to the intellectual and esthetic life of Palm Beach County by sponsoring, supporting and proviling facilities for community activities.
  - 1. The Palm Beach Speech Tourney is held regularly.

The faculty and students encourage and participate in many community organizations and activities.

In order to achieve its purpose Palm Beach Junior College has established several distinctive aims.

- The present facilities will be expanded in accordance with the Master Plan and the demands of the curricula.
- A comprehensive program of counseling and guidance, testing and orientation will be conducted.
- 3. Classes will be kept small to insure individual counseling with the faculty.
- A planned program of co-curricular and extra-curricula activities will be carried on.
- Whenever possible and practicable, the curricula will be the result of careful college-community planning.

#### BUILDINGS AND EQUIPMENT

Palm Beach Junior College is located on a 114-acre campus at the corner of Lake Worth Road and Congress Avenue, approximately three miles west of the center of the city of Lake Worth.

The new campus of Palm Beach Junior College was begun in 1955, with the following buildings now complete:

#### ADMINISTRATION BUILDING

This building houses the administrative offices, the air-conditioned library and twenty-eight classrooms.

#### SCIENCE BUILDING

The Departments of Business and Science, including Biology and Chemistry and the Home Economics facilities are located in this building.

#### DENTAL HYGIENE BUILDING

The Dental Hygiene Clinic, Laboratory, Classroom, Special Radiology facilities and operatory are housed in this modern, air-conditioned building.

#### TECHNICAL BUILDING

The Departments of Nursing, Mathematics and Engineering Technology, including Physics, are located in this building.

#### **AUDITORIUM**

The Department of English and Communications has offices and some classes in the auditorium. The facilities for dramatic productions are excellent. General college programs are held in the auditorium or in the outdoor theater at the rear.

#### HUMANITIES BUILDING

This modern, air-conditioned building provides facilities for vocal and instrumental music, art, and literature. Excellent facilities are included in this building for practice rooms in music, art studios, an art gallery, as well as four classrooms.

#### PHYSICAL EDUCATION BUILDING

This building provides the offices, dressing rooms, storage facilities and gymnasium for the Health and Physical Education program.

#### SOCIAL SCIENCE BUILDING

The new air-conditioned Social Science building provides fourteen classrooms and sixteen offices for faculty. The lecture rooms are used by the Biology, Business, Mathematics, Communications and Social Science faculties.

#### STUDENT ACTIVITIES BUILDING

This building has offices of the Student Government Association and two college publications (1) the *Galleon* — the college yearbook — and (2) the *Beachcomber* — the college newspaper.

Also planned is a large lounging area for students to participate in quiet

activities.

#### CAFETERIA

This building has facilities for serving hot lunches and evening meals during the semester. There is also a snack bar.

#### RECEIVING CENTER AND BOOKSTORE

This modern center handles all supplies coming into the College and includes the bookstore for convenience to the students.

#### ANTICIPATED FUTURE EXPANSION

The College is continuing the expansion of its physical plant and additional development of the campus.

## PROGRAM FOR VETERANS AND FOR VETERAN-DEPENDENTS ON WOEA

The College is approved by the State Department of Education and the Veterans Administration for training. Veterans who plan to attend under any of the various veteran's training laws and dependents of deceased veterans who expect to enroll under the War Orphans Educational Assistance Act, should apply to the St. Petersburg Regional Office or consult a county veterans officer well in advance of registration. Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges, just as other students. Upon certification by the College and Veterans Administration, educational allowance is paid monthly to the student for training time computed as follows:

14	or	mo	re semest	er hou	ırs		 . Full	time
10	to	13	semester	hours			- 3/4	time
7	to	9	semester	hours			½	time
1	to	6	semester	hours			Fees	only

#### **EVENING COLLEGE PROGRAM**

Palm Beach Junior College, through Evening classes, provides educational services for people who are unable to attend regular classes or who, having attended college, desire to continue their education.

Classes are regularly offered in August, January, April, and June but will be organized whenever there is sufficient demand to meet requirements under the

College program of the State Minimum Foundation Program. Most of the evening credit courses meet only one night a week; a few meet two nights a week. Credit courses may be taken on a non-credit ("Audit") basis by payment of the regular fee.

A separate bulletin describing all credit and non-credit courses offered in the evening class program is available. This bulletin details requirements and dates of registration for each term. For additional information, please contact Registrar, Evening Classes, Palm Beach Junior College, 4200 Congress Avenue, Lake Worth, Florida 33460.

#### GENERAL REGULATIONS

#### ADMISSION

METHODS OF ADMISSION. (1) Certificate of Graduation-The Palm Beach Junior College will accept certificates from the approved high schools of Florida, from any secondary school of another state which is accredited by its state university and from any recognized college or university. Blank certificates, conveniently arranged for the desired data, will be sent to all principals and, upon application, to prospective students.

Candidates for admission who have been graduated from an approved high school will be accepted. Applicants from states other than Florida, who are graduates of out-of-state high schools, will not be admitted to Palm Beach Junior College if they are in the lower quintile (lower 20%) of their graduating class.

(2) State High School Equivalency Certificate-Legal residents of Florida who are at least 20 years of age may qualify for this certificate upon successful completion of the General Education Development Tests. These tests are administered in the office of Adult Education which is an official testing center for the State Department of Education. Veterans who complete the G.E.D. tests while on active duty are also eligible for the Equivalency Certificate on the same basis an non-veterans. The diploma must be in the Registrar's office before admission will be granted.

The final decision on admission rests with the Registrar.

#### TRANSFER STUDENTS

Students who are not permitted to return to the institution they last attended will not be admitted to Palm Beach Junior College until they have remained out of school for one full term.

Students who enter from other colleges or universities and who ask for advanced standing, must furnish a statement of honorable dismissal and an official transcript of the work done in the college or university from which they transfer, together with a complete statement of the subjects offered for entrance at the former school.

The amount of credit allowed for a quarter, semester or term will not exceed the amount the student would have been permitted to earn during the same period of time at Palm Beach Junior College.

#### ADMISSION PROCEDURES

Procedures for entering freshman students or undergraduate students transferring from another college or university are as follows:

Apply to the Office of the Registrar for admission forms. Fill out application form in detail and forward to the Registrar together with two identification photographs (approximately 2" x 2") and a \$10 check or money order made payable to Palm Beach Junior College, BEFORE processing the other forms. The \$10 earnest fee is not refundable but will be applied on fees at time of registration.

#### 2. TRANSCRIPTS.

- (a) Take or mail the transcript form to the high school last attended and ask that it be filled out immediately AFTER your graduation and sent to the Registrar, Palm Beach Junior College.
- (b) Dental Hygiene applicants who are seniors in high school are required to submit a partial transcript of their high school work, including the first term of the senior year, no later than April 1.
- (c) If you have attended college elsewhere, you must submit transcripts from all colleges attended. Transcripts must be sent directly to the Registrar.

#### 3. PHYSICAL EXAMINATION.

- (a) Fill out the medical form on one side, sign it and have the other side filled out and returned to the Registrar by a licensed physician.
- (b) Dental Hygiene applicants are also required to have a dental examination, results of which are recorded on form furnished by the college.
- AFFIDAVIT OF RESIDENCE. Fill out the appropriate section of the form and have it notarized.

## 5. PLACEMENT TESTS.

- (a) In order to be eligible for registration, all students entering Palm Beach Junior College for the first time, except transfer students, are required to take the placement tests which are given at regularly scheduled times. A schedule of test dates is sent to applicants.
- (b) All applicants for the Dental Hygiene program are also required to take the Dental Hygiene Aptitude Test. Applications for the November testing may be obtained from the Registrar before October 1; applications for the February testing may be obtained before January 1. Dental Hygiene applicants are also required to have a personal interview with the staff of the Dental Hygiene Department.
- ACCEPTANCE. Upon completion of all forms, your application will be considered by the Admissions Committee and you will be notified of their action. If you are eligible to be admitted, you will receive an acceptance letter from the Registrar's office, along with dates for orientation, registration and final testing.

Any student falsifying application records will be subject to immediate dismissal without refund.

Students transferring from an institution of higher learning which is not accredited by the Association of that area are accepted conditionally.

When 15 hours of work have been successfully completed at Palm Beach Junior College, the student will be given credit for acceptable courses which were transferred.

Palm Beach Junior College accepts on transfer only those courses completed at other institutions with grades of "C," or higher. Courses on the transcript which carry a grade of "D," or lower, will not be accepted for credit but are considered in calculating quality point average for student standing and for meeting graduation requirements.

Transfer students whose grade point averages do not meet the cumulative point average of Palm Beach Junior College's probation policy will be accepted only on academic probation.

#### PROBATIONARY STATUS

A student must maintain a satisfactory scholastic standing or be placed on probation, in order to remain enrolled in Palm Beach Junior College. A student must have a cumulative point average of:

1.4 or better for 1 through 14 semester hours attempted,

1.6 or better for 15 through 27 semester hours attempted,

1.8 or better for 28 through 45 semester hours attempted,

2.0 or better for over 45 semester hours attempted,

or be placed on probation.

Any student on probation is limited in his load to 11 semester hours for any school term, consequently, he is a special student.

To remove probation, a student must earn sufficient quality points to bring his cumulative average up to the standard set for that number of semester hours. A student on probation is given one term to remove probation. It he fails to remove probation at the end of the term, he will be suspended for one term unless he earns the cumulative average of the standard set for that number of semester hours, or an average of 2.0 or better on all work attempted in the immediate term.

A regular student who passes none of his work attempted in a given term is subject to automatic suspension for one term, whether he has previously been on probation or not.

A student readmitted following suspension will be admitted on probation and be subject to all regulations pertaining to probation.

Probation will be figured at the end of each school term (December, April, July).

A committee on Probation will be appointed by the President to pass on appeal cases. Suspension is automatic; students with questions should see the Registrar.

## GENERAL FEES

· · · ·							
Application Fee							
This "earnest" fee is required at the not refundable but will be credit time of registration.							
Regular District	T STUDENTS						
			Per Term				
Registration Fee			\$50.00				
Student Activity Fee (Fall and Winter terms)							
Student Activity Fee (Spring term, each six-week session)*							
Regular Non-Distr	HCT STUDEN	ITS					
(See Student Classifica	ations, Page	23)					
Tuition Fee, in addition to Regular District	Student Fe	es	25.00				
REGULAR NON-FLORE	IDA STUDEN	TS					
(See Student Classific	ations. Page	23)					
Tuition Fee, in addition to Regular District			100.00				
Special Stude							
(See Student Classifica		23)					
·	, 8	Non-	Out of				
Registration Fee:	Resident	District	State				
1 to 3 semester hours inclusive	\$15.00	\$22.50	\$30.00				
4 to 8 semester hours inclusive	30.00	45.00	60.00				
9 to 11 semester hours inclusive	45.00	67.50	90.00				
Special Students are entitled to an activity card by paying the activity fee of \$15.00.							
Photo I. D. Card			50				
SPECIAL							
Late Registration Fee							
Transcript Fee							
Two transcripts, whether partial or final, are furnished free of charge. Additional transcripts will not be issued							
until this fee is paid.	cripts wiii	1101 DC 153GC	.u				
•			10.00				
Graduation Fee							
prior to graduation and is not re		1110 11101 1011					
Special Term Examination Fee			3.00				
Special Announced Test Fee							

<sup>\*(</sup>Charged student taking five or more hours in each session. This \$2.50 fee will not cover cost of the yearbook.)

Breakage Card	2.50
MC 121, 122, 221, 222 Applied Music-Instrumental	22.50
(One ½ hour private lesson a week)	
MC 123, 124, 223, 224 Applied Music-Instrumental	45.00
(Two ½ hour private lessons a week)	
MC 226 Brass Techniques*	15.00
MC 227 Woodwind Techniques*	15.00
MC 228 String Techniques*	15.00
*Class Fee includes the use of method books on a loan basis.	
MC 131, 132, 231, 232 Applied Music-Voice	22.50
(One ½ hour private lesson a week)	
MC 133, 134, 233, 234 Applied Music-Voice	45.00
(Two ½ hour private lessons a week)	
MC 141, 142 Class Voice	15.00
Class lessons (2 class hours weekly)	

Fees to cover the cost of instruction and materials for short, non-credit courses will be announced with each such course.

PAYMENT OF FEES: All fees are due at the time of registration. Personal checks may be accepted for the amount of fees due. It is suggested that the student bring two checks for registration: One for fees and one for books.

REFUNDS: Students who withdraw within the first five class days of any term, not including days set aside solely for registration, will be reimbursed eighty percent of the tuition and fees.

PURPOSE OF STUDENT ACTIVITY FEE: A student activity fee, paid at the beginning of each term by each student who is taking ten or more hours, is administered by the Executive Council of the Student Government and is used to defray expenses connected with maintaining the following activities: Intramurals, college paper, college annual and such special activities as may be sponsored by the College.

The payment of this fee entitles the student to be admitted free to most programs and social activities of the College.

OTHER INDIVIDUAL PROGRAM COSTS: Students enrolled in the two-year Nursing Program must purchase approved uniforms and provide for transportation to the hospitals for clinical assignments. Dental Hygiene students must purchase special kits of instruments as well as approved uniforms. Art, Engineering Drawing, and Drafting students will also have special equipment and supplies which they must purchase in addition to the normal cost of textbooks.

A majority of the above uniforms, kits, equipment, and supplies as well as textbooks may be purchased at the College Bookstore.

## STUDENT CLASSIFICATION

SOPHOMORE AND FRESHMAN. A student is considered a sophomore when he has completed twenty-eight semester hours of credit, regardless of

the number of terms he has been in attendance. When he has completed less than twenty-eight hours of credit, he is a freshman.

#### RESIDENT OR NON-RESIDENT STUDENTS

NON-FLORIDA STUDENTS. Unless a student (or, if a minor, his parents, parent or legal guardian) has had his place of bonafide permanent residence in the State of Florida for at least twelve months immediately preceding his registration, he will be classed as a non-Florida student and be subject to the out-of-state tuition fee of \$100 per term.

Employees of the Board of Public Instruction who wish to request a waiver of this fee may obtain the proper form from the County Superintendent's

Office or from the college.

NON-DISTRICT STUDENTS. A student is considered a Non-District Student when he (or, if a minor, his parents, parent or legal guardian) has had his place of bonafide permanent residence for at least twelve months immediately preceding his registration at Palm Beach Junior College, in the State of Florida, and in a county of Florida which is not cooperating in the Junior College Minimum Foundation Program.

Employees of the Board of Public Instruction who wish to request a waiver of this fee may obtain the proper form from the County Superintendent's

Office or from the college.

DISTRICT STUDENTS. A student is considered a District Student when he (or, if a minor, his parents, parent or legal guardian) has had his place of bonafide permanent residence in the State of Florida and the county of Palm Beach for at least twelve months immediately preceding his registration at Palm Beach Junior College.

REGULAR AND SPECIAL. A student is considered a regular student when he is carrying twelve or more semester hours of credit. When he is carrying less than twelve, he is classified as a special student.

AUDITORS. A student may be admitted to any course as an auditor with the consent of the Registrar. Students auditing a course must be regular in attendance, but are not required to take tests and examinations. No audit student may change his registration to seek credit in any course in which he is enrolled as an auditor. No credit or grade will be earned. All courses audited are marked "AU." Regular fees will be charged.

#### STUDENT PERSONNEL SERVICES

PLACEMENT TESTING. All entering students (except transfer students) are required to take a battery of placement tests before registering at the college. Information as to the time and place, as well as the dates, of tests is available from high school counselors and the college Registrar's office. Students are urged to take these tests as early as possible and, upon graduation, make an appointment with the guidance counselor and department academic advisor for interpretation of these tests and information on available college programs.

ORIENTATION. Three days are set aside for the orientation program at the beginning of the first term. The remaining two terms will have one day

each of orientation. Entering transfer students will have an opportunity to hear department heads discuss the various college programs and will make arrangements for a time and date for academic advisement. Student leaders will also discuss the various activities held on the college campus.

ACADEMIC ADVISEMENT. Arrangements for academic advising will be made for all students by department heads during orientation. At the appointed time, advice and information will be given to the student as to what courses are necessary to accomplish a certain major, as well as graduation from the College. The academic advisor will have available for discussion with the student his high school transcript, high school test record, college transcript and the college placement test scores to assist the student and the counselor in the choice of an academic program. During the school year academic advisors will be available in their offices to assist the students in working out the necessary programs for the coming term. Students are encouraged to keep in constant touch with academic advisors at all times in order that they may be absolutely sure they are taking the right courses needed for graduation in their chosen major.

PERSONAL COUNSELING. Professional guidance counselors are available to all students for personal and vocational counseling. Numerous tests are available for students to take in order to better understand themselves and their capabilities. These are available to students through referral from faculty members or from direct contact with guidance personnel located in Guidance Center and Student Personnel Office.

HOUSING. A list of available housing may be obtained by writing to the Dean of Student Personnel. Students are advised to investigate thoroughly all housing facilities with their parents before undertaking any obligation. The College has no responsibility concerning housing except to supply available information on existing facilities.

JOB PLACEMENT. Students are encouraged to hold part-time jobs to assist them in financing their college program as long as it does not interfere with their academic preparation. Notices of the part-time jobs available are posted on the job placement bulletin board in the Guidance Center in AD·1. Students are also encouraged to contact their department heads when specialized jobs are available.

INSURANCE. The College recommends that all students take out student insurance made available by the Board of Public Instruction at reasonable prices. Envelopes and information may be obtained in the Health Clinic near the Student Personnel Office.

EVENING COUNSELOR. A full-time, professionally trained guidance counselor located in the Guidance Center will be available each evening for students who wish to discuss their academic program.

STUDENT HANDBOOK. All rules, regulations and policies pertaining to student conduct and eligibiity for various activities, are listed in the Student Handbook which is issued to all students during registration. Each year a

student-faculty committee works on the handbook in order to assure sound policies with which to operate to the best advantage for student welfare.

SCHOLARSHIPS. Local high school students who need financial aid to attend Palm Beach Junior College should apply to the scholarship chairman for this assistance during their senior year in high school. Scholarship information may be obtained from the guidance department in each high school. A limited number of scholarships are awarded at Palm Beach Junior College by the scholarship committee. In order to qualify for one of these scholarships, a student must be a full time student carrying at least 12 semester hours of work with no grade below C.

"DOLLARS FOR SCHOLARS" WORK SCHOLARSHIPS. A work scholarship is financial assistance to students working in a department on campus. A student on full time work scholarship may work 150 hours a year and a student on half time work scholarship may work 75 hours a year. These students are paid at the rate of \$1.00 an hour. Qualifications for work scholarships are the same as those stated for scholarships. Apply to scholarship chairman in Guidance Center,

#### STATE SCOLARSHIPS

TEACHING SCHOLARSHIPS. In order to encourage students to prepare themselves for the teaching profession, the Florida Legislature has provided a number of scholarships of \$400 each for Palm Beach County students. The holder of a general scholarship must attend an institution of higher learning in Florida approved by the State Board of Education. Palm Beach Junior College is one of the approved institutions. Holders of these scholarships promise to teach in Florida at least one year for each year the scholarship is held and register for courses leading to a degree in education. These scholarships are available to Palm Beach Junior College students and are granted on basis of competitive examinations which are held in October of each year. Further information may be secured from the State Department of Education or the County Superintendent of Public Instruction.

NURSING SCHOLARSHIPS. To be eligible to participate in the examination for nurses' loan scholarships the applicant must be a citizen of the United States and a bonafide resident of Florida (must have been living in Florida for at least one year prior to the date of the examination). If applicant is under 21 years of age his parents must have lived in Florida for at least one year. The above scholarship loan is available at Palm Beach Junior College: \$300 per year for two years. Recipients of scholarships must agree in writing to practice nursing in Florida for a specific period of time following the completion of their training.

VOCATIONAL REHABILITATION SCHOLARSHIPS. The Rehabilitation Section of the State Department of Education provides limited assistance to persons who are physically handicapped. Requirements for eligibility for this assistance are as follows: The applicant must have a permanent major physical disability, must be sixteen years old or over, must have a good scholastic record and must take courses that will prepare him for some vocation at which he can earn a living. Applications for this assistance should be made prior to July 1 for the following year. Students who wish to apply should write to the Director of Vocational Rehabilitation, 205 Datura Street, West Palm Beach, Florida.

STUDENT LOANS. A student loan fund is available whereby students may borrow from \$10 to \$50 in an emergency situation. Loans are made only to students who are in good standing and these loans are not available for tuition or fees at registration time. Loans are made any time after mid-term exams and must be paid in full a week before final exams of the term in which the loan was made. Entering freshmen must wait until after mid-term grades to be eligible for loans. For further details, see the Chairman of the Scholarship Commitee.

#### 1964-65 SCHOLARSHIPS:

A.A.U.W. Gulfstream Branch

Andy Andrews

American Society of Women Accountants

American Legion Auxiliary, Orlando, Florida

Army Relief

Arnold, General Henry Educational Fund

Atlantic Chemical Mfg. Co. (children of employees only)

Automobile Dealers Association

Beta Sigma Phi, Beta Iota Chapter

Beta Sigma Phi, Phi Beta Psi Chapter

Beta Sigma Phi, Xi Kappa Chapter

B'nai B'rith, Palm Beach Lodge No. 1146

Boca Raton Teenage Center

Boynton Beach Junior Woman's Club

Boynton Beach Woman's Club

B.P.O.E., Lake Worth Lodge No. 1530

B.P.O.E., Riviera Beach Lodge No. 2069

Business and Professional Women's Club, Boca Raton

Civitan International, Lake Worth Club

Civitan International, Southboro Club (Robert B. Watkins Scholarship

to Forest Hill High graduate)

Delray Beach Woman's Club Duncan, Watson B., III

Exchange Club of Lake Worth

Exchangetes, West Palm Beach

Finlandia Foundation (open to student of Finnish descent)

First Methodist Church of Boynton Beach

Forest Hill High School Art Club

Forest Hill High School Keyettes

Fort Lauderdale High School Diversified Co-op Training Club Fraternal Order of Police Associates, Wonder City Lodge No. 1 Glades Cooperative Educational Fund

Gold Coast Golf League

Insurance Board of the Palm Beaches (open to business majors)

Jaycee Wives Club of West Palm Beach

Jaycettes of Lake Worth

Kappa Alpha Theta, Theta Alumnae Chapter

Kent, Mr. and Mrs. Henry H. Kings Daughters, Fidelis Circle

Kings Daughters, Helpful Circle

Kiwanis International, Boca Raton Club

Kiwanis International, Clewiston Club (open to Clewiston residents)

Kinwanis International, Delray Beach Club

Kiwanis International, Lantana Club

Kiwanis International, Lake Worth Club

Kiwanis International, Southside West Palm Beach Club

Kiwanis International, West Palm Beach Club

Lake Worth Chamber of Commerce Lake Worth High School Glee Club

Lake Worth High School Student Council

Lake Worth Woman's Club

Lakeland General Hospital Auxiliary

Lantana Junior Woman's Club

Lions International, Lake Worth Club

Lions International, North Palm Beach Club

Lions International, Northwood Club

Lions International, Riviera Beach Club

Lions International, Southside West Palm Beach Club (Charles Kaiser Scholarship to Forest Hill High graduate)

Mature Students Club of Palm Beach Junior College

MacArthur Dairy

National Foundation, March of Dimes, Palm Beach County Chapter

Nina Haven Charitable Foundation

Norman's

Palm Beach County Association of Chiefs of Police (open to Police Administration majors)

Palm Beach County Association of Educational Secretaries

Palm Beach County Classroom Teachers' Association

Palm Beach County Council, Parent Teacher Association

Palm Beach County Chapter, National Catholic Nurses

Palm Beach County Medical Society

Palm Beach High School Future Teachers Club

Palm Beach Rotary Foundation, Inc.

Palm Beach County Principals' Association

Palm Beaches Chapter, National Secretaries Association

Palm Beach Rotary Foundation, Inc.

Pilot Club of the Palm Beaches

Pompano Beach High School Student Council

Quota Club of the Palm Beaches

Rhein-Main Non-Commissioned Officers Wives Club

Rinker Materials

Riviera Beach Community Federal Savings & Loan Association

Riviera Beach Recreation Department

Rotary International, Boynton Beach Club

Rotary International, Delray Beach Club

Rotary International, West Palm Beach Club

Seacrest High School Wheelette Club

Siniwik Club of Lake Worth

Smith & DeShields

Soroptimist Club of Boynton Beach

Soroptimist Club of Lake Worth

St. Joe Paper Foundation

Temple Israel Men's Club

United Daughters of the Confederacy, Thomas Benton Ellis Chapter

Veterans of Foreign Wars, Lake Worth Post

West Palm Beach Woman's Club

Worthwhile Club of West Palm Beach

Yarborough, Mr. Harry

Y.M.C.A. of the Palm Beaches

Zonta Club of Lake Worth

## SCHOLARSHIPS AND LOANS DESIGNATED FOR SPECIFIC PROGRAMS

## DENTAL

L. M. Anderson Memorial Scholarships. Two awarded by the Advisory Committee to the Department of Dental Hygiene with recommendations of the staff of the Dental Hygiene Department.

Miami Dental Auxiliary Scholarship Fund. Available to residents of Dade County.

Dental Health and Education Committee of Broward County Dental Auxiliary. Available to residents of Broward County.

Dr. B. Blicher Loan Fund. Available to Dental Hygiene majors.

#### HOTEL-MOTEL RESTAURANT MANAGEMENT

The following donors have set up scholarships for full time day students in the Hotel-Motel Restaurant Management program:

The Famous Restaurant Frederick's Steak House

Petite Marmite Restaurant, Incorporated

Palm Beach County Hotel Association

Palm Beach County Restaurant Association

The President Apartments

Rich's Ice Cream

Dr. John H. Rudd
The Statler Foundation
Conrad Hilton
Florida Research and Development Foundation, Incorporated
Aqua Motel, Inc. (W. B. Gladstone)
The Prophet Company
Palm Beach Towers

#### MUSIC

Music Study Club of West Palm Beach. Scholarship to aid students majoring in music are given in the name of members who have contributed outstanding service to the organization: Mrs. Mabel N. Clemens, Mrs. L. Eugene Hammond, Mrs. George H. Pattison, Mrs. Governor Witt.

#### NURSING

Student Nurses Association of Palm Beach Junior College. Loan to secondyear nursing student.

Forty and Eight, Voiture 290. Two scholarships designated for students in nursing program.

VanGuard Club. Scholarship for student in nursing program.

# SCHOLARSHIPS AVAILABLE TO GRADUATING SOPHOMORES FOR UPPER DIVISION STUDY

American Association of University Women. A \$100 gift scholarship to girl graduate with at least a "B" average who plans to attend an AAUW approved college.

Dr. B. Blicher, two awards. A gift scholarship to sophomore graduate to pursue her education in dental hygiene. A gift award to the graduating dental hygiene student exhibiting outstanding clinical ability.

Calvin W. Campbell Memorial Scholarship. A \$1,000 gift scholarship awarded annually by First Federal Savings and Loan of West Palm Beach in memory of its founder. Awarded on basis of scholastic achievement and need, this scholarship is renewable for an additional \$1,000 for the senior year if winner has successful junior year. Preference is given students planning to pursue upper division study in a Florida state-supported institution. Applications should be made to college counseling office.

Gee and Jenson Consulting Engineers, Inc. A \$200 scholarship to a graduating sophomore who plans to enroll in a school of engineering at the college or university of his choice. Application should be made to counseling office. Halsey & Griffith, Inc. Scholarship. An \$800 gift scholarship awarded annually in honor of the company's customers to a graduating sophomore on basis of achievement and need. Preference is given to students planning to pursue upper division study in a Florida state-supported institution. Applicants should contact the college counseling office.

Lake Worth Art League, Inc. Gift scholarship to graduating art student. (Recipient chosen by organization).

Lake Worth Playhouse. Burt Reynolds Scholarship Fund, undesignated amount to sophomore graduate to pursue drama study.

Junior Woman's Club of North Palm Beach. A two-year renewable scholarship (\$400 or more) to a graduating sophomore to pursue upper division study.

West Palm Beach Junior Chamber of Commerce. A \$500 gift scholarship to be awarded to a male who resides in West Palm Beach and graduated from Palm Beach High School. Awarded on basis of scholastic promise, financial need and personal worth of candidate. Graduating sophomore candidates should apply to college counseling office.

Most of the colleges and universities in the State have financial aid available to junior college graduates through foundations and scholarships.

#### GRADING

GRADING SYSTEM: The following grading system is used in Palm Beach Junior College.

A-Excellent

B-Good

C–Fair

D-Poor but Passing

F-Failure

XF-Failure for

Excessive Absence

I-Incomplete

W-Withdrew

WP-Withdrew passing

WF-Withdrew failing

AU-Audit

NC'-Non-credit Course

QUALITY POINTS: At the end of each term, quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; D, 1 quality point per credit hour. The scholastic standing of a student is defined as the ratio of his total number of quality points to his total number of hours attempted.

GRADE REPORTS: Grade reports are sent to students twice a term. The only grades officially recorded are those issued at the end of a term or session.

DEAN'S LIST: The Dean's List is published at the end of each term. All regular students who have made an average of 3.0 or more (B or above) and are carrying 15 or more semester hours will have their names placed on the Dean's List.

# REQUIREMENTS FOR GRADUATION

General requirements for graduation from Palm Beach Junior College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the Associate in Arts degree or the Associate in Science degree rests with the student.

 Students must have 64 semester hours for graduation. Not more than 4 semester hours of music organization and 4 semester hours of P. E. activity credit will be allowed. It is recommended that all transfer students have a minimum of 60 semester hours of academic work. Transfer students are advised that some schools will not include activity credits in determining a "C" or 2.0 average.

- (2) The last fifteen semester hours of credit must be earned in residence, and the student must be in attendance during the term in which the degree is earned.
- (3) A grade quality point average of not less than 2.0 or "C" must be achieved in all work attempted by all students.
- (4) All regular students will be required to enroll and participate in a physical education activity each term he is in attendance until 4 semester hours have been completed, with the following exceptions: adults who have reached their twenty-fifth birthday, veterans with two years of service other than reserve, adults who are enrolled only in the Evening Division Program and those students enrolled in the one-year non-graduate stenographic curriculum. Other students may be excused from the physical education program or a part thereof by a medical certificate or because of conflict with religious beliefs. Upon permission of the Department Chairman, a student may enroll in two physical education courses during one term to complete graduation requirements.
- (5) Students must make formal application for graduation on the proper

form furnished by the Registrar.

(6) Participation in graduation exercises is expected of all graduates. Any student in any term who is carrying enough credit to graduate at the end of that term will be charged a graduation fee of \$10, which must be paid at the time of registration.

Additional Requirements for the Associate in Arts Degree: Students must

complete General Education program. See page 32.

Additional Requirements for the Associate in Science Degree: Students are expected to complete courses specified in the Specialized, Business, Technical or Professional Programs for which they are registered as listed under Curricula, pages 40-124. This degree will be awarded to all graduating students who do not complete the General Education requirements. See page 32.

## POLICY CHANGES

Any statement in this catalog is subject to change by the Administrative Committee of the College. Any question concerning the interpretation of any regulation in this catalog will be referred to the registrar, and his decision will be final.

## GENERAL EDUCATION

Palm Beach Junior College, as a community educational institution, offers a General Education Program designed to promote the development and growth of the individual student. All state universities will accept the successful completion of the Palm Beach Junior College General Education requirements when so ceritifed.

- The student will graduate from Palm Beach Junior College with an Associate in Arts Degree. (To eliminate any confusion regarding these requirements - Technical, Special and Profession curricula graduates will be granted an Associate in Science Degree, with some differences in General Education requirements.)
- The General Education Program shall consist of a minimum of 36 II. semester hours. Each course counted in the program must carry a grade of "C" or better.
- 111. The following subject areas shall be included in the Palm Beach Junior College General Education Program, as specified below:

Area I COMMUNICATIONS	6	Hours
EH Freshman Communications	6	
Area II MATHEMATICS	3	Hours
MS 106 Mathematics for General Education or higher	3	
Area III NATURAL SCIENCES	7	Hours
ONE OF THE FOLLOWING:		
BY 101 General Biology	4	
BY 102 General Biology	4	
CY 101 General College Chemistry	4	
CY 102 General College Chemistry	4	
PH 201 General Physics	4	
PH 205 General Physics with Calculus	4	
AND		
ONE SEMESTER MINIMUM OF:		
PS 101 Survey of Physical Science	3	
PS 102 Survey of Physical Science	3	
OR		
TWO OF THE FOLLOWING:		
BY 101 General Biology	4	
BY 102 General Biology	4	
CY 101 General College Chemistry	4	
CY 102 General College Chemistry	4	
PH 201 General Physics	4	
PH 202 General Physics	4	
PH 205 General Physics with Calculus	4	
PH 206 General Physics with Calculus	4	

		_	
Area IV HUMANITIES	5	5	Hours
ONE OF THE FOLLOWING:			
EH 201 English Literature to 1800			
EH 202 English Literature after 1800			
EH 203 World Literature to 1600			
EH 204 World Literature after 1600			
EH 205 American Literature to 1865			
EH 206 American Literature after 1865	3		
AND			
ONE OF THE FOLLOWING:			
AT 110 History and Appreciation of Art	2		
AT 111 History and Appreciation of Art	2		
MC 110 Music Appreciation	2		
Area V SOCIAL SCIENCES		6	Hours
SS 101 Social Institutions	3	-	
AND	5		
SS 102 Political Institutions	3		
OR			
PL 201 American National Government	3		
OR			
HY 201 United States History to 1865	3		
HH 101 Personal & Community Hygiene	2		
Area VI HEALTH	2	2	Hours
HH 101 Personal & Community Hygien	ie 2	2	
(Note: This requirement may be waived by	satis	fa	ctorily
(Note: This requirement may be waived by passing a standard written Health examinat these 2 hours must be earned in approved	ion. I	f	waived
one of these other 5 areas.)	cours	3e	s iron
*ELECTIVES		7	Hour
Total	3	6	Hour
AREA I: COMMUNICATIONS			
FH 101 Elementary French	3		
FH 102 Elementary French	3		
FH 213 Conversational French	2		
FH 214 Conversational French			
GN 101 Elementary German			
GN 102 Elementary German			
LC 101 The Art of Thinking	3		
SH 101 Elementary Spanish	3		
SH 102 Elementary Spanish	3		
SH 213 Conversational Spanish	2		
SH 214 Conversational Spanish	2		
SP 101 Fundamentals of Speech	3		
SP 102 Public Speaking	3		
SP 201 Discussion and Debate	3		

AREA II: MATHEMATICS	
MS 111 College Algebra or higher	3
MS 111 College Algebra or higherBA 110 Applied Mathematics of Finance	3
AREA III: NATURAL SCIENCES	
BY 101 General Biology	4
BY 102 General Biology	
BY 156 Microbiology	
BY 203 Genetics	3
BY 205 Experiments in Genetics	1
BY 211 Botany	
BY 221 Horticulture	3
CY 101 General College Chemistry	4
CY 102 General College Chemistry	4
PH 201 General Physics	4
PH 202 General Physics	
PH 205 General Physics with calculus	4
PS 101 Survey of Physical Science	3
PS 102 Survey of Physical Science	3
*To be selected from at least two of the above areas.	
AREA IV: HUMANITIES	
AT 110 History and Appreciation of Art	2
AT 111 History and Appreciaion of Art	
AT 210 Interior Design	2
EH 201 English Literature to 1800	3
EH 202 English Literature after 1800	3
EH 203 World Literature to 1600	3
EH 204 World Literature after 1600	3
EH 205 American Literature to 1865	
EH 206 American Literature after 1865	
FH 201 Intermediate French	
FH 202 Intermediate French	3
FH 270 French Literature	
FH 271 French Literature	
GN 201 Intermediate German	
GN 202 Intermediate German	3
MC 110 Music Appreciation	2
PI 101 Introduction to Philosophy	3
PI 102 Major Moral Theories	3
SH 201 Intermediate Spanish	3
SH 202 Intermediate Spanish	3
SP 103 Introduction to the Theater	
SP 104 Techniques of Dramatic Art	3

# AREA V: SOCIAL SCIENCES

ΒA	204	Economics	3
GY	101	Elements of Geography	3
		Ancient and Medieval Civilizations	
ΗY	102	Modern Civilization	3
HY	201	United States History to 1865	3
PL	201	American National Government	3
PΥ	201	General Psychology	3
		Political Institutions	

## COLLEGE LIFE

#### STUDENT BODY ORGANIZATIONS

PHI THETA KAPPA. Delta Omicron Chapter of Phi Theta Kappa, a nastudent activities is vested in the Executive Council of the Student Government Association along with the elected Senate. Two faculty advisors are appointed each year by the President of the College.

#### HONORARY ORGANIZATIONS

PHI THETA KAPPA. Delta Omicron Chapter of Phi Theta Kappa, a national arts and science honor society for junior colleges, was instituted in 1943. The object of the society is to promote scholarship, to develop character and to cultivate fellowship among students. Members are chosen from the upper scholarstic ten percent of the student body and must be of good moral character and possess recognized qualities of citizenship. Members must maintain at least a "B" average. This society offers rich social and cultural experiences.

PHI RHO PI. Florida Alpha Chapter of Phi Rho Pi, national honorary forensic society for junior colleges, was instituted in April, 1953. The purpose of this society is to promote the interests of debate, oratory, extemporaneous speaking, radio and other speech activities in the junior colleges. Active membership is conferred only upon regular junior college students who are in good standing and who have represented the college in intercollegiate debate, oratory, extemporaneous speaking, dramatic reading or similar forensic contests or who have achieved distinction in public speaking.

PHI RHO PI ALUMNI CHAPTER. Florida Alpha Alpha is the first and only alumni chapter of Phi Rho Pi in the United States. The purpose of this society is to encourage the arts of speech in the community and to assist the Florida Alpha Chapter of the college in worthwhile projects. Any former student of the Florida Alpha Chapter is eligible to join Florida Alpha Alpha.

SIGMA EPSILON MU. This society, instituted in 1958, was organized to promote scholarship, to develop character, to cultivate fellowship and to provide recognition for junior college students majoring in the fields of science, engineering and mathematics.

To be eligible for membership, a regular junior college student must earn and maintain a 2.5 overall average with a 3.0 average in his major subjects. The society awards a scholarship cup at graduation to the qualified sophomore with the highest point average in these fields.

#### STUDENT PUBLICATIONS

THE BEACHCOMBER. The Beachcomber, the college newspaper, is published on alternate Fridays during the first term. When the staff size is adequate and funds are available, the 'Comber is published weekly. Although experience is preferred, a limited number of inexperienced students are ac-

cepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography, and business management.

THE GALLEON. The Galleon, the college yearbook, is published in the late spring. Under the direction of a faculty advisor, the staff is selected from students who volunteer and are qualified to work on the yearbook.

MEDIA. The literary magazine is published in the spring. The contributions represent the best creative literary work by students. The staff membership is open to the student body.

## SPECIAL INTEREST GROUPS

Amateur Radio Club. The Sunburst Amateur Radio Club is composed of students interested in amateur radio. No license is required to join. Classes are held to prepare non-licensed members for the FCC examinations. The club owns an FCC licensed station for the use of qualified members.

American Academy of Sciences. The Palm Beach Junior College Chapter of the Florida Collegiate Academy of Sciences was organized in June, 1958. Its purpose is to further the acquisition and exchange of information in the fields of mathematics, physical, biological and social sciences. Membership is open to any student or faculty member who is interested. The program includes the discussion of scientific subjects and field trips.

Art Club. All students attending the college who are interested in art are eligible for membership in this club. The purposes are to further individual art interests through group activities and to uphold high artistic standards on campus.

The Circle K Club. Sponsored by the West Palm Beach Kiwanis Club, was organized in October, 1952. It is composed of young men interested in service to the college and the community.

College Forum. The Forum is open to all students and faculty and meets regularly to discuss topics of mutual interest.

College Singers. Membership in the College Singers is open to all students who like to sing. A varied program of choral music is studied and performed. Concert Band. Membership in the Concert Band is open to all qualified students who enjoy the study and performance of a wide variety of standard band literature.

Debate. This activity is open to all students. Training sessions are held once a week at the beginning of each term for those with no previous college debating experience. The Junior College debating teams have three levels of activity: practice debating, exhibition debating before college and civic groups and intercollegiate debating with other colleges. Within the past few years Palm Beach Junior College teams have won honors in several state contests. It is important for anyone interested in joining the Debate Club to see the Head of Communications Department about scheduling.

Dramatics. The Palm Beach Junior College players present several dramatic productions a year in the air-conditioned auditorium. The aim is to present educational theater in its highest form. Through these plays all students who

are interested in dramatics may participate in any of the various media of theatrical art.

Mature Students Club. Older students returning to school after a period of years will find a congenial atmosphere in the Mature Students Club. This group meets biweekly for discussion of the profit, the pleasures, and the problems involved in college life for the older person. All mature students are welcome.

Foreign Language Club. The Foreign Language Club is composed of students enrolled in foreign language courses and is organized to afford the students personal expression with respect to languages and culture of French and Spanish-American nations.

Political Union. The Palm Beach Junior College Political Union is open to all students interested in government and politics. Meetings are held monthly with various men in public office as guest speakers. The Political Union is an affiliate of the Florida Citizenship Clearing House, and through this affiliation, each spring a selected student spends a week in Tallahassee as an observer of Florida government in action. Also, during the school year, members of the Political Union attend conferences sponsored by the Florida Citizen Clearing House, both regional and statewide.

Religious Groups. The College endeavors to foster on the campus a religious atmosphere which functions in the everyday affairs of college life. Various religious organizations are formed from time to time by groups from the student body.

Student National Education Association. The membership is composed of students interested in the teaching profession. The John I. Leonard Chapter of S.N.E.A. seeks to provide its members with opportunities for developing personal growth and professional competencies and to provide experiences which will interest capable students in teaching as a career. This organization is affiliated with the National Education Association.

Veterans Association. Membership is made up of all veterans from the different branches of service. The aim of the club is to assist the veteran in adjusting to college life and to offer a social program equal to his maturity. The club also works with the different reserve units to inform the non-veteran student as to his military obligation.

#### SOCIAL CLUBS

Palm Beach Junior College has the following social organizations: Philo, Thi Del and Tri Omega for women and Phi Da Di, Alpha Fidelphia, Chi Sig and Tri Kappa Lambda clubs for men.

## **ATHLETICS**

Palm Beach Junior College has an intercollegiate athletic program.

## INTRAMURAL AND RECREATIONAL ACTIVITIES

Intramural and recreational activities are available to all students at Palni Beach Junior College. These activities are sponsored by the Department of

Health and Physical Education under the direction of the Student Intramural and Recreational Board.

This is an organization formed to promote interest and provide recreational activities for men and women of the college. Some of the intramural activities offered are: archery, flag football, soccer, bowling, volleyball, softball, basketball, table tennis, badminton, golf, free throw contest and tennis. Some of the recreational activities offered are: annual picnic, pool party and water activities. Additional activities will be offered as the students' needs and interests are indicated.

Credit for physical education shall not be granted to students participating in the intramural and recreational programs. Students must be enrolled in and participate in the regularly scheduled physical education activity courses to receive academic credit.

Students who have a medical waiver from physical education are eligible to participate in certain activities in the Intramural and Recreation Program. However, before participating they should consult the Chairman of the Health and Physical Education Department for clarification on the matter.

#### **ASSEMBLIES**

Two or more professional groups present Assembly programs for all students through the financial support of the College and the Student Government of Palm Beach Junior College. Annual programs by the Music Department are enjoyed by all students. The Music Department also performs twice a year for the formal tapping ceremony of Phi Theta Kappa, the national scholastic honor society for junior colleges.

#### ART

## (University Parallel)

These curricula in Art provide university parallel courses to meet the needs of students who are interested in preparation for advertising, editorial and television design and illustration, art education, art history, crafts, decorative and constructive design, fashion design, industrial and interior design, painting, photography, and other related areas.

## FRESHMAN YEAR

DESCRIPTION

COURSE

V	OURSE	DESCRIPTION SEMESTE	TOURS CREM
	PE	Physical Education	2
	SS 101-102*	Social Inst.; Political Inst	6
	BY 101-102	General Biology	8
	or		
	PS 101-BY 101	Phy. Science; Gen. Biology (6-8	)
		Freshman Communications	6
	AT 101	Design Fundamentals	3
	AT 109**	Advanced Design	3
	AT 103-104	Figure Drawing; Perspective Drawing	6
		32	2-34
		SOPHOMORE YEAR	
		Advertising Majors	
	PE	Physical Education	2
	MS 106	Math for General Education	3
	HH 101	Personal and Community Hygiene	2
	EH	Literature	3

History and Appreciation of Art ......

Techniques of Advertising & Industry

6239 AT 108 Photography AT 204 Illustration

34

AT 110-111 ..... AT 201-202 .....

<sup>\*</sup>PS 201 or HY 201 may be elected. \*\*Advertising Majors should take AT 102. Architecture students should plan an individual program in the Art Department.

# SOPHOMORE YEAR

# Design Majors

		· ,		
COURSE		DESCRIPTION SEMESTE	R HOURS	CREDIT
PE		Physical Education	2	
MS 106		Math for General Education	3	
HH 101		Personal and Community Hygiene	2	
		Literature	3	
AT 110-111	l	History and Appreciation of Art	4	
		Ceramics and Enameling	2	
		Ceramics	2	
AT 204		Illustration	3	
AT 210		Interior Design	2	
			9	
			20	
			32	
		CODITOR OF THE P		
		SOPHOMORE YEAR		
		Painting Majors		
PE		Physical Education	2	
		Math for General Education	3	
		Personal and Community Hygiene	2	
		Literature	3	
AT 110-111		History and Appreciation of Art	4	
AT 203	l	Painting	2	
AT 204		Illustration	3	
			3 2	
		Painting Composition	2	
		Photography	9	
Electives			<del>-</del>	
			32	

## ART FOR ADVERTISING AND INDUSTRY

## (Specialized, Business, Technical, Professional Program)

## FRESHMAN YEAR

OURSE	DESCRIPTION	SEMESTER	Hours	CREDIT
AT 101-102	Design Fund.; Adv. Design		6	
AT 103-104	Figure Drawing; Perspective D	rawing	6	
	Freshman Comunications		6	
	Physical Education		2	
	Personal & Community Hygien		2	
	Photography		2	
	Social Inst.; Political Inst		6	
**Electives			2	
			32	
	SOPHOMORE YEAR			
AT 201-202	Techniques of Advertising & In	dustry	6	
AT 110-111	History & Appreciation of Art .		4	
PE	Physical Education		2	
	Painting		2	
	Illustration		3	
PY 201	General Psychology		3	
***Electives			12	
		_	32	
A	rt: AT 105 Ceramics and En	ameling		
	AT 106 Ceramics			
	1777 TOTAL TO 14			

AT 107 Enameling AT 205 Painting and Composition

AT 210 Interior Design

Business: BA 101 Accounting Principals

BA 110 Applied Mathematics of Finance

DG 111 Blueprint Reading Drafting:

DG 203 Architectural Drafting

SP 105 Fundamentals of Stagecraft

EG 101 Engineering Graphics Engineering Graphics:

Home Economics HE 106 Elements of Clothing Construction

HE 201 Clothing Construction HE 203 Costume Selecting

Journalism: JM Writing for Mass Communications

JM 102 Survey of Communications

Drama:

<sup>\*</sup>PL 201 or HY 201 may be elected.
\*\*Suggested elective: BE 105, Typewriting, if student has not had 1 year in high school.
\*\*Electives in major areas of individual programs.

#### AT 101 DESIGN FUNDAMENTALS

The visual elements explored in two and three dimensional relationships. This course is essential to the art major. Individual problems may be related to the student's field of interest. 1-4-3\*

## AT 102 ADVERTISING DESIGN

(Prerequisite: AT 101) Lettering and layout form the basis for study of visual relationships. Knowledge of tools and procedures are stressed. Practice is accompanied by critical study of current standards and style. 1.4.3\*

#### AT 103 FIGURE DRAWING

This basic course includes the study of gesture, contour, mass, and structure in the human figure. Emphasis is placed on accuracy of observation and coordination of hand and eye in the execution of drawings. 1-4-3\*

#### AT 104 PERSPECTIVE DRAWING

This course introduces linear and aerial perspective. Composition is stressed. Drawing with simple instruments is introduced. A variety of media is used. 1.4-3\*

## AT 105 CERAMICS AND ENAMELING

This course introduces the basic methods of ceramic production in hand building, wheel throwing and glaze application. A unit in enameling introduces the principles of applying vitreous enamels to metals. 0-4-2\*

## AT 106 CERAMICS

(Prerequisite: AT 105) A continuation of the ceramics unit introduced in AT 105. Basic experimentation is introduced in the making of clay bodies and glazes. Kiln stacking and firing are required. 0-4-2\*

## AT 107 ENAMELING

This course continues the enameling unit introduced in AT 105. Study includes analysis of historic examples and modern practices. Knowledge and skill are developed in the forming of metal and in the standard enameling techniques. Emphasis is upon quality as individual expressive art in the production of trays, bowls, jewelry and wall plaques. 0-4-2\*

## AT 108 BASIC PHOTOGRAPHY

This basic course includes the study of light, lenses, types of cameras, photographic materials and darkroom procedures. Students apply theory and technique to the making of photographic prints which have artistic merit. 0-4-2\*

# AT 109 ADVANCED DESIGN

(Prerequisite: AT 101 Design Fundamentals) Further exploration of the visual elements with emphasis on the third dimension. Appropriate materials will be used. Individual problems will be related to the student's field of interest. 1-4-3\*

## AT 110 HISTORY AND APPRECIATION OF ART

The periods studied are Modern arts from 1800, including architecture, advertising, crafts, industrial design, photography and sculpture, and the Islamic, Asian, Oriental and Indian art from prehistoric time to the present. 2-0-2\* (offered as AT 110, Art Appreciation, prior to 1965-66)

## AT III HISTORY AND APPRECIATION OF ART

The periods studied include European arts from pre-historic times through the 18th Century, and the Americas, including architecture, painting, sculpture and the minor arts. 2-0-2\* (offered as AT 111, Art Appreciation, prior to 1965-66)

# AT 201 TECHNIQUES OF ADVERTISING AND INDUSTRY

(Prerequisite: AT 102 Advertising Design) Commercial art material for reproduction is a major concern. Production procedures are carried out from roughs to finished art. Field trips will be taken to different working areas of the advertising art industry where the techniques and procedures of graphic reproduction will be studied. 1-4-3\*

## AT 202 TECHNIQUES OF ADVERTISING AND INDUSTRY

(Prerequisite: AT 201) Visualization and presentation of layout and design is carried out in presentation art. Emphasis will be on design of a company's advertising program. Speed and proficiency are goals and the student's production becomes the basis for his portfolio. 14-4\*

#### AT 203 PAINTING

(Prerequisite: 100 level lab course in Art) This course explores the fundamental techniques of painting in water color and oil. A sensitive understanding of expression through composition is sought. Sound technical procedures are emphasized. 0-4-2\*

## AT 204 ADVANCED DRAWING

(Prerequisite: AT 103 Figure and AT 104 Drawing Perspective) Continued study of the figure, perspective and composition form the basis for creative procedures in a variety of graphic media. Research in current professional work and portfolio renderings aid the student to qualify for employment or advanced study. 1-4-2\* (offered as AT 204, Illustration, prior to 1965-66)

## AT 205 PAINTING COMPOSITION

(Prerequisite: AT 203) This is a continuation of AT 203. The major concern is the exploration of composition as a solution of individual problems of expression through the study of styles in the past and present. Oil and water color are the major media. 0-4-2\*

## AT 210 INTERIOR DESIGN

The aim is to provide the skills, judgment and imagination needed to create beautiful, functional and individual homes and offices. Design, function, materials and furnishings are studied. This course is for the general student to develop personal competence, and to serve the art major as an introduction to professional decorating. 1-2-2\*

#### BIOLOGY

## BY 101 GENERAL BIOLOGY

The first term of General Biology includes the study of the characteristic behavior and composition of living things, the development of the plant kingdom and introductory work in genetics. 3-2-4\*

#### BY 102 GENERAL BIOLOGY

(Pre-requisite: BY 101 General Biology) The second term of General Biology considers the development of the animal kingdom culminating with man.  $3\text{-}2\text{-}4^*$ 

#### BY 151 ANATOMY AND PHYSIOLOGY

An introductory course in the structure and functions of the human body. The organization of the body, characteristics of living matter, and cell activities are studied as well as the skelatel, muscular, and nervous systems. 2-2-3\*

## BY 152 ANATOMY AND PHYSIOLOGY

(Prerequisite: BY 151 Anatomy and Physiology.) This course is a continuation of BY 151. The systems of the body that are studied include the circulatory, respiratory, digestive, excretory and reproductive systems. The anatomy and physiology of the special senses and endocrine systems are included. 2-2-3\*

#### BY 156 MICROBIOLOGY

A study of the characteristics and importance of microorganisms with emphasis on identification, control, relationship to health and disease and economic importance. 2-2-3\*

# BY 201 COMPARATIVE VERTEBRATE ANATOMY

(Prerequisite: A grade of "C" or better in BY 102 General Biology.) The laboratory includes examination of the Protochordates and dissection of the lamprey and dogfish shark. The lectures discuss the origins, classification and certain organ systems of the Chordates. 2-4-3\*

# BY 202 COMPARATIVE VERTEBRATE ANATOMY

(Prerequisite: BY 201 Comparative Vertebrate Anatomy.) This is a continuation of BY 201. The work in the laboratory includes work on Necturus and the cat. The lectures deal with the higher vertebrates and the systems not treated in BY 201. In addition, some work in early embryology is included. 2-4-3\*

## BY 203 GENETICS

(Prerequisite: BY 101, General Biology) This is a study of the effects of heredity units in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students, and majors in biology. 3-0-3\*

## BY 205 EXPERIMENTS IN GENETICS

Co-requisite: BY 203 and permission of instructor) The work consists of experimental determination of various genetic ratios mainly by the culture and breeding of fruit flies. 0-2-1\*

#### BY 211 BOTANY

(Prerequisite: BY 101 General Biology.) The form, structure, growth, reproduction and physiology of plants and their various organs are included in this course. 3-3-4\*

#### BY 221 HORTICULTURE

(Prerequisites: BY 101 and 102 General Biology, or consent of the instructor.) This is a basic course to train the student in the fundamentals of horticulture. The relationship of plant growth to nutrition and environment is emphasized. A study is made of the propagation, training, and pruning of plants. 3-0-3\*

## BY 222 HORTICULTURE

(Prerequisite: BY 221 Horticulture, or consent of the instructor.) A study is made of ornamental trees, shrubs, grasses and dooryard fruit trees in the development of a landscape plan for the home. This course is adapted for home and commercial use. 3-0-3\*

## BY 251 MEDICAL LABORATORY PROCEDURES

This course includes routine testing of urine, blood counting, blood and urine chemistries and techniques, blood typing, cross-matching and other procedures that may be required by the physician. A college course in chemistry is recommended but not essential. 1-4-3\*

## BY 254 INTERNSHIP

During the fourth term in the sophomore year, actual work experience in offices of local doctors is arranged for those students who have shown sufficient aptitude in the Medical Assistant's program. 0-5-3\*

## BY 255 MEDICAL TERMINOLOGY

(Pre-requisite: BY 151 Anatomy and Physiology or consent of the instructor) The objective of this course is to familiarize the students with the prefixes, suffixes and principles for making compound medical words, as well as the spelling and definition of words most commonly used in medical practice. 3-0-3\*

# BY 256 ADVANCED MEDICAL TERMINOLOGY

(Prerequisite: BY 255 Medical Terminology.) This course is designed to acquaint the student with medical terminology used in various specialized areas of medicine such as surgery, general medicine, orthopedics, urology or opthalmology. 2-0-2\*

#### BUSINESS

# Business Administration

## (University Parallel)

#### FRESHMAN YEAR

OURSE	DESCRIPTION SEMI	STER	HOURS	CREDIT
	Freshman Comunications		6	
	Social Inst.; Political Inst.		6	
PE	Physical Education		2	
MS 111	College Algebra		3	
HH 101	Personal & Community Hygiene		2	
BA 101-102	Accounting Principles		6	
	Office Machines		2	
	Natural Sciences	6	- 8	
		33 -	35	
	SOPHOMORE YEAR			
EH	Literature		3	
MS 208	Elementary Statistics			
	History and Appreciation of Art		2	
or	,			
MC 110	Music Appreciation	(2)		
BA 204-205	Principles of Economics	`	6	
BA 210	Principles of Management		3	
BE 105**	Typewriting			
BE 200	Business Communications		2	
	Physical Education		2	
**Electives			9	
		_		

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requirement.

<sup>\*</sup>PL 201 or HY 201 may be substituted for SS 102.
\*\*Suggested elective courses: BA 110, BA 201-202, BA 207-208, BA 212, BA 214, SP 101, LC 101, or PY 201.
1. Every student is expected to have a useable skill in typewriting. If the student has had typewring in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.
2. Students transferring to Florida Atlantic University are expected to complete DP 102. BA 207-208, and MS 121. BA 210 will satisfy F.A.U.'s general business

#### GENERAL BUSINESS

## (Specialized, Business, Technical, Professional Program)

This is a two-year terminal course for the student who wants two years of intensified college work in business with a minimum of general education. The Associate in Science degree is awarded upon the successful completion of the course.

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
SS 101-102* BA 101-102 BA 110 BE 105 HH 101 PE	Freshman Communications Social Inst.; Political Inst Accounting Principles Applied Mathematics of Finance Typewriting Personal & Community Hygiene Physical Education		6 6 3 2 2 2 6	
BA 207-208	SOPHOMORE YEAR Principles of Economics Business Law		6 6 3 3 2 9	

PL 201 or HY 201 may be substituted for SS 102.
 Suggested elective courses: BA 201-202, PY 201, SP 101, AT 110, MC 110, LC 101, or BE 106.

#### EXECUTIVE SECRETARIAL

## (Specialized, Business, Technical, Professional Program)

This is an executive secretarial course, training the student to do top-level secretarial work with a minimum stenographic skill of 120 words a minute in shorthand, 65 words a minute in typewriting, and 40 words a minute in transcribing. The curriculum includes both general education courses and business courses necessary to prepare the applicant to take the Certified Professional Secretary's Examination.

COURSE	DESCRIPTION	EMESTER	HOURS	CREDIT
BA 101-102	Accounting Principles		6	
BA 110	Applied Mathematics of Finance		3	
	Office Machines		2	
BE 103-104*	Shorthand		6	
BE 105-106*	Typewriting		4	
EH 101-102	Freshman Communications		6	
PE	Physical Education		2	
SS 101-102**	Social Inst.; Political Inst.		6	
		-	35	
			3)	
	SOPHOMORE YEAR			
BA 204-205	Principles of Economics		6	
	Business Law .		6	
BE 101	Office Practice		3	
	Business Communication		3	
BE 201	Advanced Shorthand Dictation		3	
BE 202	Advanced Transcription		3	
BE 205	Advanced Typewriting		2	
PE	Physical Education		2	
HH 101	Personal & Community Hygiene		2	
	General Psychology		3	
			33	

<sup>\*</sup>The beginning courses in shorthand and typewriting may be waived if the student has acquired the necessary skill in high school. This would leave room for electives. Suggested elective courses: BE 203, HE 203, and SP 101.

\*\*PL 201 or HY 201 may be substituted for SS 102.

## CLERICAL PRACTICE

# (Specialized, Business, Technical, Professional Program)

The purpose of this curriculum is to prepare the student for employment as clerk-typist. The curriculum leads to the Associate in Science degree.

TER HOURS	CREDIT
. 4	
. 6	
2	
14	
32	
3	
3	
3	
2	
3	
2	
2	
12	
32	
	3 3 3 3 2 3 2 3 2 2 12

 $<sup>^{\</sup>circ}$  If the student has had typewriting in high school, or can pass the qualifying test satisfactorily, he may be exempt from BE 105. \*\*PL 201 or HY 201 may be substituted for SS 102.

## ONE-YEAR STENOGRAPHIC

## (Junior Stenographer)

This curriculum is a one-year terminal course. It is intended to train the student to do stenographic or clerical work at the junior level, with a minimum of 40 words a minute in typewriting, 80 words a minute in shorthand, and 25 words a minute in transcription.

COURSE	DESCRIPTION	SEMESTER	Hours	CREDIT
BA 110	Applied Mathematics of Finance		3	
	Principles of Accounting			
	Office Practice			
BE 100	Office Machines		2	
BE 103-104*	Shorthand		6	
BE 105-106*	Typewriting		4	
	Freshman Communications			
BE 200	Business Communications		3	
SP 101	Fundamentals of Speech		3	
	General Psychology			
			33	

<sup>\*</sup>The beginning courses in shorthand and typewriting may be waived if the student has acquired the necessary skill in high school. This would leave room for electives. Suggested elective courses: BA 102, BE 201-202, BE 203, HE 203, or SS 201.

#### BUSINESS

## **Business Administration**

## BA 100 INTRODUCTION TO BUSINESS

The purpose of this course is two-fold. (1) It is exploratory for the freshman who is contemplating business as a major field, and (2) it emphasises in detail some areas of business which is lightly touched upon in higher-level courses. In general, the course reviews the major elements and functions of the private enterprise system. Emphasis is placed on the role of private enterprise in our economic system. 3-0-3\*

## BA 101 ACCOUNTING PRINCIPLES

This is a basic study of accounting and business practice. It includes the study of business papers and recording procedure, the use of journals, controlling accounts, and general and subsidiary ledgers. It stresses the adjustments at the close of the fiscal period, the form and preparation of financial statements, and provides an introduction of valuation accounts. A single proprietorship set of books is kept as a part of the course. 3-0-3\*

## BA 102 ACCOUNTING PRINCIPLES

(Prerequisite: BA 101 Accounting Principles or equivalent.) This is a continuation of BA 101 Accounting Principles. It is a study of accounting procedures as applied to the partnerships and the corporation. Topics considered include taxation, formation and dissolution of partnerships, organization of the corporation, departmental and manufacturing accounting, and the interpretation of financial statements. A partnership and corporation set of books is used. 3-0-3\*

# BA 110 APPLIED MATHEMATICS OF FINANCE

(Prerequisite: MS 106, Mathematics for General Education, or an adequate score on the Mathematics Placement Test). This course includes information and practice in practical business situations involving: simple interest and bank discount, logarithms, arithmetic progressions and short-term installment buying, geometric progressions and compound interest, annuities and application, equations, and introduction to business statistics. 3-0-3\*

## BA 201 INTERMEDIATE ACCOUNTING

(Prerequisite: BA 102 Accounting Prinicples or equivalent.) This course offers a detailed study of accounting records and end-of-period procedures, especially as applied to the manufacturing business. It stresses theory and the use of alternate acceptable procedures both in recording and in the preparation of statements. The organization of the corporation, its characteristic accounts, and the recording of transactions peculiar to the corporation are studied in detail. 3-0-3\*

## BA 202 INTERMEDIATE ACCOUNTING

(Prerequisite: BA 201 Intermediate Accounting.) This course is a continuation of BA 201 and furnishes a detailed study of the assets of

the corporation and methods of evaluation. Other topics studied and discussed at length are: accounting for liabilities, the handling of reserves, determination of net income, comparative study of statements, and the application of funds. Experience is provided for the student through a series of problems rather than a practice set. 3-0-3\*

#### BA 203 COST ACCOUNTING

(Prerequisite: BA 102 Accounting Principles or equivalent.) This course is a study of the most common cost systems with emphasis on costs for materials, labor, overhead, standard costs, and cost relationships. 3-0-3\*

## BA 204 PRINCIPLES OF ECONOMICS

This course deals with the nature and scope of economics and aims to provide an understanding of the basic concept of economics, the several forms of American business, and the determination and importance of national income. It includes topics such as problems of the consumer, saving and investment, business cycles, inflation, labor organizations, and money and banking. -3-0-3\*

#### BA 205 PRINCIPLES OF ECONOMICS

(Prerequisite: BA 204 Principles of Economics.) This course is a continuation of BA 204 into the areas of production and distribution. Topics considered include: the nature of production, determining production costs, price determination, each factor of production and its share in the income, and problems of monopoly. An attempt is made throughout to relate the principles of economics to the problems of the American economy, and to show the effect of the economic factors upon policy formation. The course also includes a brief discussion of alternate economic systems. 3-0-3\*

## BA 207 BUSINESS LAW

This is a general introduction to law which includes a discussion of the following: courts and legal procedures, law and society, definitions, classifications, and systems of law based on the supreme law of the land. A brief review of the tribunals for administering justice and discussion of actions will be given. Topics on contracts, principal and agent, employer and employee, negotiable instruments, principal and surety, and insurer and insured will be studied. 3-0-3\*

## BA 208 BUSINESS LAW

(Prerequisite: BA 207 Business Law.) This course is a continuation of BA 207, and includes a study of the following: bailor and bailee, carriers, vendor and vendee, relation of partnerships, corporation and stockholders, landlord and tenant, torts, business crimes, and bankruptcy and creditors. 3-0-3\*

## BA 210 PRINCIPLES OF MANAGEMENT

A basic study of the principles of management, planning, organizing, actuating, and controlling is given in this course. It stresses the broad and important concept of management as a separate entity, the principles and practices which are applicable to many varied activities such as pro-

duction, personnel, marketing, finance, government, education, agriculture, and the armed forces. 3-0-3\*

## BA 212 PRINCIPLES OF MARKETING

This course presents a broad picture of the structure and functions of marketing. A rather detailed treatment is given to the retailing of consumers' goods; and the marketing of industrial goods; marketing research, policies and practices; and marketing activities of the government. 3-0-3\*

## BA 214 SALESMANSHIP

This course is a study and analysis of the fundamental concepts of selling, and the role of the salesman in today's economy. Current techniques, as well as vital principles of selling, are taught through the use of an up-to-date text. Opinions of sales executives, excerpts from jobs' manuals, and illustrations from company training materials are emphasized in the course. 3-0-3\*

#### BUSINESS EDUCATION

#### BE 100 OFFICE MACHINES

The course is designed to familiarize the student with the operation of the various office machines currently used in business. The student, through regular practice of correct technique, learns the basic skills and develops a high degree of speed on the most used machines. 1-2-2\*

## BE 101 OFFICE PRACTICE

(Prerequisite: BE 105 Typewriting or equivalent.) This course includes secretarial practice in general office procedure with filing, duplicating, machine transcription, handling of mail, receptionist and telephone techniques, meetings and conferences, automatic typewriter and addressograph machine operation. 2-1-2\*

# BE 103 SHORTHAND

(Co-requisite: BE 105 Typewriting, or BE 106 Typewriting.) All basic principles of the Gregg Shorthand system are studied. It is open to students without previous instruction in shorthand or with inadequate preparation for BE 104. A dictation skill of 50 to 70 words a minute is developed. 4-0-3\*

## BE 104 DICTATION AND TRANSCRIPTION

(Prerequisite: BE 105 Typewriting or equivalent.) The course is a continuation of BE 103 Shorthand. A dictation skill of 80 to 100 words a minute is developed on new-matter dictation, and transcription skill of at least 30 words a minute is attained. 5-0-3\*

## BE 105 TYPEWRITING

This course is for students with no previous training in typewriting or for those whose performance is inadequate for the more advanced courses. 1-3-2\*

## BE 106 TYPEWRITING

(Prerequisite: BE 105 Typewriting or equivalent.) This course is a con-

tinuation of BE 105 Typewriting and offers a review of the basic skills. Emphasis is placed on production standards required in letter writing, manuscript, tabulation and business forms. 1-3-2\*

## BE 200 BUSINESS COMMUNICATIONS

(Prerequisites: EH 101 Freshman Communications, and BE 105 Type-writing or equivalent.) The purpose of this course is to study correspondence of the business office—letterheads, stationery, and styles of letter writing. Much time will be spent in composing various kinds of business letters and business reports. An office correspondence manual will be compiled by the student as a reference guide to better correspondence. 3-0-3\*

## BE 201 ADVANCED SHORTHAND DICTATION

(Prerequisite: Consent of instructor, BE 106 Typewriting or equivalent; is open only to students enrolled concurrently in BE 202 Advanced Transcription.) The course includes the general instruction offered for stenographic work. Through the use of high-speed Gregg dictation tapes, a shorthand writing speed of 120 words a minute is developed. 3-0-3\*

#### BE 202 ADVANCED TRANSCRIPTION

(Prerequisite: Consent of instructor, BE 106 Typewriting, or equivalent; is open only to students enrolled concurrently in BE 201 Advanced Shorthand Dictation.) The course consists of daily transcription of business letters dictated in BE 201 class from 80 to 120 words a minute. A transcription rate of 40 words or more a minute is developed. 3-0-3\*

## BE 203 LEGAL DICTATION AND TRANSCRIPTION

(Prerequisites: BE 201 Advanced Shorthand; BE 202 Advanced Transcription and permission of instructor.) High-speed dictation practice is given utilizing high-speed shorthand short cuts applicable to legal stenography. Emphasis is on legal terminology, dictation and transcription of legal papers, and the preparation of income tax forms. 3-0-3\*

# BE 204 MEDICAL TRANSCRIPTION

(Prerequisite: Biology 255 Medical Terminology and BE 106 Type-writing or equivalent.) Sufficient practice on transcribing machines from medical dictation of letters, medical reports, and medical case histories is provided to develop a usable skill in this phase of the medical assistant's work. 1-2-2\*

## BE 205 ADVANCED TYPEWRITING

(Prerequisite: BE 106 Typewriting) Improvement of production ability in all typing is stressed and there is a thorough review of problems in typing office forms, tabulated reports and legal documents, with recurring special improvement practice to maintain and improve all typing skill. Speed-up procedures will be used in the development of maximum typewriting skill. 1-3-2\*

#### CHEMISTRY

## CY 101 GENERAL COLLEGE CHEMISTRY

A thorough study of the fundamentals, theories, laws and principles of inorganic chemistry is made in this course. 3-3-4\*

## CY 102 GENERAL COLLEGE CHEMISTRY

(Prerequisite: CY 101 General College Chemistry or equivalent.) This course is a continuation of CY 101. The laboratory includes Qualitative Analysis. 3-3-4\*

## CY 105 INTRODUCTION TO CHEMISTRY

A terminal course presenting selected topics in inorganic and organic chemistry, including the importance of chemistry to modern living. 4-0-4\*

## CY 202 QUANTITATIVE ANALYSIS

(Prerequisite: CY 102 General College Chemistry or equivalent.) The theory and practice of exact inorganic chemistry analysis, both gravimetric and volumetric are dealt with in this course. 2-6-4\*

#### CY 211 ORGANIC CHEMISTRY

(Prerequisite: CY 102 General College Chemistry or equivalent.) The basic concepts, nomenclature, synthesis, important reactions, characteristics and uses of the common aliphatic hydrocarbons and their derivatives are studied. 3-4-4\*

## CY 212 ORGANIC CHEMISTRY

(Prerequisite: CY 211 Organic Chemistry.) This course is a completion of CY 211, including the aromatic series. 3-4-4\*

## DATA PROCESSING

# (Specialized, Business, Technical, Professional Program)

COURSE	DESCRIPTION	SEMESTEI Term Fall	R HOURS Term Winter	CREDIT Term Spring
BA 101-102	Accounting Prinicples	. 3	3	
	Typewriting			
DP 101	Unit Record Equipment	3		
DP 102	Basic Computer Theory		3	
DP 103	Accounting Machine		3	
EH 101-102	Freshman Communications	3	3	
HH 101	Pers. & Comm. Hygiene	2		
	Math, for General Education			
MS 107	Basic Algebra		3	
or	9			
MS 111	College Algebra		(3)	
PE	Physical Education	1	1	
SS 101	Social Institutions			3
SS 102**	Political Institutions			3
	-	17	16	6
	SOPHOMORE YEAR			
BA 203	Cost Accounting	3		
	Prinicples of Economics	3	3	
	Elementary Statistics		3	
	Prinicples of Management	3		
DP 202-204	Computer Program I & II	4	4	
	Data Processing Application	3		
	Systems Development		4	
	Field Study		3	
	Physical Education	1	1	
		17	18	

<sup>\*</sup>If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 102.
\*\*PL 201 or HY 201 may be substituted for SS 102.

#### DATA PROCESSING

## DP 101 UNIT RECORD EQUIPMENT

A course designed to provide instruction in the use of punched card equipment. It provides for practice in the use of equipment, panel wiring of various IBM machines, and an understanding of the use of data processing in business. 2-2-3\*

#### DP 102 BASIC COMPUTER THEORY

This is an introductory course in principles of the computer. It describes the development of the computer from manual methods, and includes topics such as: organization of problems, storage media, input and output operations, and the elementary techniques of programming. 3-0-3\*

## DP 103 THE ACCOUNTING MACHINE

This is a continuation of DP 101 with emphasis on the Accounting Machine. 2-2-3\*

## DP 202 COMPUTER PROGRAMMING I

The course consists of lectures and applications covering the machine functions of the IBM 1620 Computer. It includes programming in machine language, in Symbolic Programming Systems, and in Fortran. 2-4-4\*

## DP 203 DATA PROCESSING APPLICATIONS

A course which utilizes both data processing equipment and computers as applied to business practice. Typical procedures are planned and executed, such as payrolls, inventory control, etc. 2-2-3\*

## DP 204 COMPUTER PROGRAMMING II

The course includes the study of sub-routines and macro-instructions, and also the use of tape systems and random access devices. Some typical applications will be studied. 2-4-4\*

# DP 206 SYSTEMS DEVELOPMENT AND DESIGN

A study of the analysis, design and control of management information and data. The selection of equipment and systems specifications are also studied. 3-2-4\*

## DP 208 FIELD STUDY

A course which gives the student an opportunity for individual work and assignments. Individual assignments are carried out in a carefully selected local installation, or the student is given a typical business application for detailed analysis. 1-4-3\*

#### DENTAL HYGIENE

# (Specialized, Business, Technical, Professional Program)

The program in Dental Hygiene is a two-year course of study leading to an Associate of Science degree in Dental Hygiene. In addition to the college admission requirements, all applicants are required to take the Dental Hygiene

Aptitude Tests, to have a personal interview with the dental hygiene staff and

to satisfactorily pass a physical and dental examination.

DESCRIPTION

CY 105 ...... Introduction to Chemistry ......

COURSE

The program of Dental Hygiene is officially accredited by the Council on Dental Education of the American Dental Association. It is open only to women students who are residents of Florida. Palm Beach Junior College reserves the right to drop from the Dental Hygiene Program any student who, in the opinion of the Chairman of the Department, does not perform satisfactorily in the clinical areas. All requirements for admission to the Dental Hygiene Program must be completed by April 1.

#### FRESHMAN YEAR

SEMESTER HOURS CREDIT Fall Winter Spring

DS 101 Anatomy and Physiology	4		
DS 102 Dental Anatomy	4		
DS 106 Oral Hygiene	2	2	2
DS 110-111-205 Clinical Dent. Hygiene I; II; III PE		1	4
,	1	3	
EH 101 Freshman Communications			
HH 101 Personal and Comm. Hygiene		2 3	
BY 156 Microbiology			
SS 101 Social Institutions		3	
DS 103 General & Oral Histology		2	
DS 105 Pharmacology		I	
HH 103 First Aid			1
DS 104 Dental Radiology			2
	17	17	5
SOUTH OF THE P			
SOPHOMORE YEAR			
SOPHOMORE YEAR HE 103	2		
HE 103	3		
HE 103	3		
HE 103	3 3 2		
HE 103	3 3 2	3	3
HE 103	3 3 2 2 3	3 1	3
HE 103	3 3 2 2 3		3
HE 103	3 3 2 2 3	1	3
HE 103 Nutrition EH 102 Freshman Communications PY 201 General Psychology DS 202 General & Oral Pathology DS 207 Dental Health Education DS 210-215-220 Clinical Dent. Hyg. IV; V; VI PE Physical Education SS 102 Political Institutions SP 101 Fundamentals of Speech	3 3 2 2 3	1 3	3
HE 103 Nutrition EH 102 Freshman Communications PY 201 General Psychology DS 202 General & Oral Pathology DS 207 Dental Health Education DS 210-215-220 Clinical Dent. Hyg. IV; V; VI PE Physical Education SS 102 Political Institutions SP 101 Fundamentals of Speech DS 203 Public Health Dentistry	3 2 2 2 3 1	1 3 3	3
HE 103 Nutrition EH 102 Freshman Communications PY 201 General Psychology DS 202 General & Oral Pathology DS 207 Dental Health Education DS 210-215-220 Clinical Dent. Hyg. IV; V; VI PE Physical Education SS 102 Political Institutions SP 101 Fundamentals of Speech DS 203 Public Health Dentistry DS 204 Preventive Dentistry	3 2 2 3 1	1 3 3 1	3
HE 103 Nutrition EH 102 Freshman Communications PY 201 General Psychology DS 202 General & Oral Pathology DS 207 Dental Health Education DS 210-215-220 Clinical Dent. Hyg. IV; V; VI PE Physical Education SS 102 Political Institutions SP 101 Fundamentals of Speech DS 203 Public Health Dentistry	3 3 2 2 3 1	1 3 3 1 1	3
HE 103 Nutrition EH 102 Freshman Communications PY 201 General Psychology DS 202 General & Oral Pathology DS 207 Dental Health Education DS 210-215-220 Clinical Dent. Hyg. IV; V; VI PE Physical Education SS 102 Political Institutions SP 101 Fundamentals of Speech DS 203 Public Health Dentistry DS 204 Preventive Dentistry DS 206 Practice Administration	3 3 2 2 3 1	1 3 3 1 1 1	3

#### DENTAL HYGIENE

## DS 101 ANATOMY AND PHYSIOLOGY

This course was designed for dental hygiene students and presents the fundamentals of gross anatomy and physiology with emphasis on the head and neck. 3-2-4\*

#### DS 102 DENTAL ANATOMY

The study of the structure, morphology, and function of the primary and permanent dentitions. Laboratory procedurss include the identification and the reproduction of tooth forms by drawing and carving representative teeth. 2-4-4\*

#### DS 103 GENERAL AND ORAL HISTOLOGY

This course offers a detailed study of the minute structure of the tissues of the body with particular reference to the teeth and supporting tissues. These lectures will cover the morphology of different tissues, early embryonic development, and histologic features of the structures of the oral cavity with emphasis on those areas of particular interest to the dental hygienist. 1-2-2\*

#### DS 104 DENTAL RADIOLOGY

This course is designed to acquaint the student with the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting x-rays. Laboratory procedures will include the application of these techniques in clinical practice. 1-2-3\*

## DS 105 PHARMACOLOGY

The objective of this course is to familiarize dental hygiene students with the basic aspects relating to the physical and chemical properties, dosage, methods of administration, and therapeutic use of pharmaceutic preparations used in dentristry. 1-0-1\*

## DS 106 ORAL HYGIENE

The objective of this course is to acquaint the student with the duties of the dental hygienist in oral hygiene care. This course emphasizes the preventive procedures which can be used to decrease the incidence of oral disease. It includes a study of toothbrush techniques, dentifrices, mouth washes, applied oral hygiene techniques for patients with special needs, and organic and inorganic stains and secretions on the teeth. 1-0-1\*

## DS 110 CLINICAL DENTAL HYGIENE I

The objective of this course is to instruct the student in the techniques of instrumentation and polishing of teeth on the dental manikin. Every student must master the operative techniques of the dental prophylaxis before she is admitted to clinical practice. This course will also include sterilization techniques, fluoride application procedures, dental charting, instrument sharpening, and general clinic procedures. During the latter part of this course, students will be permitted to give dental prophylaxes to patients in the dental clinic. 1-4-2\*

#### S III CLINICAL DENTAL HYGIENE II

(Prerequisite: a grade of C or above in DS 110) Students will be required to complete a specific number of dental prophylaxes for adults and children in the clinic under the supervision of the clinical supervisor and staff. This course will also include practical experience in dental radiology. 0-9-2\*

## DS 202 GENERAL AND ORAL PATHOLOGY

This course is an introduction to general pathology with consideration of the more common diseases affecting the human body. Particular emphasis is given to the study of pathological conditions of the mouth, teeth and their supporting structures, and the relation of these conditions to systemic disturbances. 2-0-2\*

## DS 203 PUBLIC HEALTH DENTISTRY

The objective of this course is to acquaint the dental hygienist with the philosophy, organization, and practices of public health dentistry and the dental hygienist's role in the public health field. The course will include a survey of public health procedures in industry, schools, dental offices, and public health programs. 1-0-1\*

## DS 204 PREVENTIVE DENTISTRY

The objective of this course is to present a comprehensive survey of the scientific techniques and educational procedures of preventive dentistry as they relate to the dental specialties. In addition, this course will summarize and correlate the various aspects of preventive dentistry that have ben presented in the dental hygiene curriculum. 1-0-1\*

## DS 205 CLENICAL DENTAL HYGIENE III

This course is a continuation of Clinical Dental Hygiene II. 0-9-2\*

## DS 206 PRACTICE ADMINISTRATION

This course is concerned with the principles of dental ethics and economics as it relates to the dental hygienist. The course will also include a study of jurisprudence, dental and dental hygiene history, and office procedures. 1-0-1\*

## DS 207 DENTAL HEALTH EDUCATION

This is a series of lectures to familiarize the dental hygienist with the methods and materials used in dental health education. Each student will be required to design lesson plans and appropriate visual aids to be used in dental health education for school children, adult groups, and office patients. 1-2-2\*

## DS 208 CLINICAL OBSERVATIONS

This course will include a series of clinical lecture-demonstrations in the fields of: restorative dentistry, oral medicine, oral diagnoses, orthodontia, pedodontia, oral surgery, endodontics, and dental materials. These observations are for the purpose of giving the student a better understanding of the various specialized fields of dentistry and their relation to dental hygiene. 1-3-2\*

# DS 210 CLINICAL DENTAL HYGIENE IV

This course is a continuation of Clinical Dental Hygiene III. 0-12-3\*

## DS 215 CLINICAL DENTAL HYGIENE V

This course is a continuation of Clinical Dental Hygiene IV. 0-12-3\*
DS 220 CLINICAL DENTAL HYGIENE VI

This course is a continuation of Clinical Dental Hygiene V. 0-9-2\*

#### DRAFTING AND DESIGN TECHNOLOGY

## (Specialized, Business, Technical, Professional Program)

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representaition. The classroom training provides a sound foundation in the basics of drafting practice and in the sophomore year presents drafting techniques in such design areas as are in the responsibility of the draftsman.

Option is provided in the sophomore year for choice of two of the three areas: Machine Drafting, Architectural Drafting and Civil Drafting. The associated courses in Mathematics, Physics and materials provide instruction vital to today's technical employee.

#### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	Hours	CREDIT	
DG 111-112	Blueprint Reading; Adv. Drafti	ing	5		
EG 101-102	Engineering Graphics I; II		6		
EG 110	Engin'rg Problems and Orientat	tion	1		
	Freshman Comunications		6		
HH 101	Personal & Community Hygien	e	2		
DG 101	Machine Shop		1		
MS 111-121	College Algebra; Trigonometry		6		
PE	Physical Education		2		
SS 101-102*	Social Inst.; Political Inst		6		
		-	35		
SOPHOMORE YEAR					
AT 104	Perspective Drawing		3		
BA 210	Prinicples of Management		3		
DG 221	Properties of Materials		3		
PE	Physical Education		2		
PH 201-202	General Physics		8		
PY 201	General Psychology		3		
**Electives			10		

<sup>\*</sup>PL 201 or HY 201 may be substituted for SS 102.
\*\*DG 204-205, DG 206-207, or DG 208-209 must be elected.

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#### DRAFTING

#### DG 101 MACHINE SHOP

(Prerequisite: DG 111 Blueprint Reading.) This is a laboratory course that covers the basic hand and machine tools used by industry in production and experimental work. Standard practices and procedures such as measurements, gauging, tapering, thread standards and surface finishing are studied. An understanding of the processes is emphasized rather than proficiency in them. 0-2-1\* (offered as ML 101, Machineshop, prior to 1965-66).

## DG III BLUEPRINT READING

This course is the study of symbols, terminology, line representations of production drawings, followed by the elements of functional industrial design. 2-0-2\*

## DG 112 ADVANCED DRAFTING

(Prerequisite: EG 101 Engineering Graphics I) Provision is made in this course for coverage of assembly and detail drawings, development of intersections and surfaces, charts, vectors and graphs. 0-6-3\*

## DG 204 MACHINE DRAFTING I

(Prerequisite: DG 112 Advanced Drafting or consent of the instructor) A study of source materials, drawing room standards, and procedures is covered. Emphasis is placed on design principles and methods. 1-2-2\*

## DG 205 MACHINE DRAFTING II

(Co-requisite or pre-requisite: DG 204 Machine Drafting I) This course deals with design problems of a practical nature based on information covered in DG 204. 0-6-3\*

## DG 206 ARCHITECTURAL DRAFTING I

A study of materials used in construction is made, also the design of footings, foundations, floors, walls, roofs and openings in masonry and wood structures. 1-4-3\*

## DG 207 ARCHITECTURAL DRAFTING II

(Co-requisite or pre-requisite: DG 206 Architectural Drafting I) Application of principles studied in DG 206 is made through problems of design. 0-4-2\*

# DG 208 CIVIL DRAFTING I

(Prerequisite: EG 102) Mapping or routes and rights of way, frofiles and topographical mapping, land planning, estimating and general surveying are covered in this course. 0-6-3\*

## DG 209 CIVIL DRAFTING II

(Prerequisite or Co-requisite: DG 208) This course is a continuation of DG 208. 0-4-2\*

## DG 221 PROPERTIES OF MATERIALS

(Prerequisites: DG 112 Advanced Drafting, MS 111 College Algebra.) Characteristics and physical properties of materials, including stress, strain, elasticity, and types of failures are studied in this course, along

with the structure and production of iron, steel, brass, aluminum, wood, clay products, concrete and cement products. 1-4-3\* (offered as ML 201, Properties of Materials, prior to 1965-66).

## **EDUCATION**

# EARLY CHILDHOOD EDUCATION FOR

# TEACHERS AND DIRECTORS OF NURSERY SCHOOLS, KINDERGARTENS AND DAY CARE CENTERS

A cooperative program in Early Childhood Education for directors and teachers of private and church-related nursery schools, kindergartens and day care centers has been developed by Palm Beach Junior College, Florida State University and the Florida Institute of Continuing University Studies; and will apply as well to other state universities. The program is planned to provide work for teachers in service who do not hold a degree and who have not had necessary training in Early Childhood Education. The program also provides work for teachers who hold degrees but who are not trained for work with young children.

The program is planned in such a way as to provide beneficial to the participant from the beginning. Persons enrolled may study while actively engaged in teaching. Upon completion of the junior college requirements, the Associate of Arts Degree will be awarded by Palm Beach Junior College. The completion of the extension courses offered by the sponsoring institution through FICUS provide excellent background for working with young children and leads easily to the fourth year which may be taken in residence at the university.

In order to obtain maximum benefit, the participant may complete requirements for the bachelor's degree at the sponsoring institution by taking thirty hours in residence at the university and meeting the required number of hours for graduation. The person thus becomes eligible for a graduate state certificate (issued by the Florida State Department of Education) covering Early Childhood Education.

Of the 33 hours listed for the sponsoring university, all but six can be offered through off-campus instruction, such courses taught by the faculty of the sponsoring university and scheduled at Palm Beach Junior College.

The six hours scheduled for the campus are the observation and participation courses. The courses offered by Palm Beach Junior College and the universities may be taken concurrently. It is not necessary to complete the general education courses before beginning the professional courses.

The courses to be taken at Palm Beach Junior College include:

GENERAL EDUCATION REQUIREMENTS (See pages 32-35 of College Catalog	ноия. 36
HE 101 Elements of Nutrition	
PY 201 General Psychology	
PY 203 Child Growth and Develo	
SS 201 Family Relations	3
SP 101 Fundamentals of Speech	
Music — Personal Skills	
Art — Personal Skills	3
Physical Education — Crea	ve Activities
for Pre-School and Prim	ry Children 3
*Electives	4
	64

<sup>\*</sup>Suggested electives: PY 202, SP 102, or SP 201.

The courses listed below offered by sponsoring universities (course numbers refer to Florida State University numbers). (Comparable courses in another sponsoring institution may be used.)

#### SPONSORING UNIVERSITY

6
3
. 6
3
3
3
3
3
3
33

<sup>\*</sup>To be taken in residence at the university.

The following courses may be taken by correspondence:

Food and Nutrition 105, Home and Family Life 465. In order to earn the bachelor's degree, the last 30 hours of work must be taken in residence at the sponsoring university. The specific courses to be taken will be designated by the sponsoring institution.

#### ELEMENTARY LEVEL

## (University Parallel)

Academic advisement is required within the Social Science Department in order to satisfy the particular needs of individual students. Senior college choice may necessitate some changes, including a re-arrangement of the program.

COURSE	DESCRIPTION SET	MESTER	Hours	CREDIT
AT	History and Appreciation of Art		2	
or				
MC 110	Music Appreciation	(2)		
BY 101-102	General Biology		8	
EH 101-102	Freshman Communications		6	
EN 101	Introduction to Education		3	
HH 101	Personal & Community Hygiene		2	
MS 106	Mathematics for General Education	on	3	
PE	Physical Education		2	
SP 101	Fundamentals of Speech		3	
	Social Inst.; Political Inst.		6	
			35	
	SOPHOMORE YEAR			
EH	Literature		6	
	Elements of Geography		3	
HY 101-102	Ancient & Medieval Civ.; Mod. (	Civ.	6	
	U.S. History from 1865		3	
PE	Physical Education		2	
PY 201	General Psychology		2 3	
PY 203	Child Growth and Development		3	
PS 101-102	Physical Science		6	
		-	32	

#### SECONDARY LEVEL

The student planning to teach at the Secondary level in an academic area should seek counseling from the department of his major field. In consultation with his counselor, the student must make certain that his program will satisfy his needs for certification as well as meet the specific requirements of the senior college to which he will transfer to complete his degree program.

## EN 101 INTRODUCTION TO EDUCATION

This course provides an introduction to the fundamental principles in education. It includes historical view, aims and methods of education, the curriculum, the pupil population, the educative process and teaching as a profession. The philosophical bases of American public education are exploded, with special emphasis and consideration given to the organization and operation of the public schools of Florida. 3-0-3\*

#### ELECTRONICS TECHNOLOGY

## (Specialized, Business, Technical, Professional Program)

Skilled technicians are needed in increasing numbers to assist in the design, production, operation and servicing of electrical and electronic systems and equipment. They may work in laboratories assisting professional engineers and scientists, or on the assembly line in testing and inspection, or apply their knowledge of science, mathematics and electronics to practical problems of design and construction in research and development.

At Palm Beach Junior College students become familiar with the latest theory and practice in electrical and electronics circuitry, and become proficient in the use of industrial testing instruments. The result is to place the qualified graduate firmly in the technician category, between the skilled craftsman and the engineer, and provide a sound scientific foundation for

further learning in the field.

COURSE	DESCRIPTION SEMESTER	R HOURS CREDIT
FG 101	Engineering Graphics I	3
	Freshman Communications	6
	DC Circuits; AC Circuits	12
	Personal & Community Hygiene	2
	Elementary Technical Mathematics I	3
0r	Elementary Teeninear Mathematics 1	3
	College Algebra	2)
MC 104	Elementary Technical Mathematics II	2)
	Elementary Technical Mathematics II	2
or MC 101	Callana Tita	2)
NIS 121	College Trigonometry	5)
PE	Physical Education	2
SS 101	Social Institutions	3
	34	-33
	3,	55
	SOPHOMORE YEAR	
EL 201-202**	Advanced Electricity I & II	8
EL 211-212***	Electronics I; II	12
	Physical Education	2
EL 214***	Electronics Systems	3
SS 102+	Political Institutions	3
++Flectives	Tomacai institutions	8
i incentes		U

<sup>\*</sup>For students testing into Technical Mathematics.

\*\*EL 203, 204 and 205 (offered in evening), a sequence equivalent to EL 201, 202.

\*\*EL 215, 216, 217, 218 and 219 (offered in evening), a sequence equivalent to EL 211, 212 and 214.

+ PL 201 or HY 201 may be elected.

+ PH 201 and 202, CY 101 and 102, or MS 204 and 205 must be elected.

#### EL 101 D. C. CIRCUITS

This course is a study of basic D.C. electrical circuits and circuit parameters, including Ohm's law, Kirchlof's laws, Thevenin's theorem, Norton's theorem, Faraday's law, and Lenz's law. Series, parallel and wyedelta transformations are covered along with capacitance and energy storage, self-inductance, magnetic circuits and electromagnetism. D. C. electrical instruments and measurements are stressed in laboratory. 5-2-6\*

#### EL 102 A. C. CIRCUITS

(Prerequisite: EL 101 D. C. Circuits) This course is a study of basic A. C. electrical circuits and circuit parameters, including the application of laws and theorems that were introduced in D. C. as they are applied to A. C. networks. Vector algebra and vector diagrams are emphasized along with resonance, mutual inductance and transformer action. Polyphase circuits and Fourier's analysis are included. A. C. electrical instruments and measurements are stressed in laboratory. 5-2-6\*

### EL 201 ADVANCED ELECTRICTY I

(Prerequisite: EL 102 A.C. Circuits.) This is the first of a two semester course covering electrical mathematics, energy and machinery. Analytic geometry, differentiation and the integration as applicable to electrical problems are studied. This mathematics is applied to conversion of energy into and out of electrical energy and the associated devices are examined. Also included is a study of D.C. and A.C. machinery with emphasis on graphical and numerical analysis methods. 3-2-4\*

## EL 202 ADVANCED ELECTRICTY II

(Prerequisite: EL 201 Advanced Electricity I.) This is a continuation of EL 201. 3-2-4\*

## EL 203 D.C. MACHINES I

(Prerequisite: EL 101, D.C. Circuits) A study of electrical machines as circuit elements for explantion and their behavior under recognized standard tests in the laboratory. The course includes the study of theory, operation, control and instrumentation of D.C. Machinery and control. 2-2-3\* Not open to students who are enrolled or have completed EL 201 and 202.

## EL 204 A. C. MACHINES I

(Prerequisite: EL 102, A.C. Circuits) A study of electrical machines as circuit elements for explanation and their behavior under recognized standard tests in the laboratory. The course includes the study of theory, operation, control and instrumentation of A.C. Machinery and control. 2-2-3\* Not open to students who are enrolled or have completed EL 201 and 202.

## EL 205 SERVO-MECHANISMS AND INSTRUMENTATION

(Prerequisite: EL 102) A study of self-connecting systems for D.C., A.C., and electronic systems under recognized standard tests in the

laboratory. The course includes the theory, operation and control of servo-mechanisms. 2-1-3\* Not open to students who are enrolled or have completed EL 201 and 202.

#### EL 211 ELECTRONICS I

(Prerequisite: EL 102 A. C. Circuits.) This course is a study of thermionic emission, characteristics of diodes, triodes and multi-element electron tubes including semi-conductors and their associated circuits. Rectifier and single stage amplifier is stressed. Single stage feed-back amplifiers and oscillators are also included. 44-6\*

#### EL 212 ELECTRONICS II

(Prerequisite: EL 211 Basic Electronics.) This course is a study of voltage, current and power coupling devices as used in audio and video amplifiers, radio receivers and transmitters. Antennas, wave propagation, transmission lines and wave guides are also included. 44-6\*

#### EL 214 ELECTRONICS SYSTEM

(Prerequisite: EL 211 Basic Electronics; Co-requisite: EL 212 Advanced Electronics) This course is a study of industrial electronic systems including teletype, telephoto, television, radar, telemetering, multiplexing and electronic computers. Field trips to local electronic plants are arranged. 3-0-3\*

#### EL 215 DIGITAL TRANSISTOR CIRCUITS

(Prerequisite: EL 101, D.C. Circuits) This course is a review of the atomic structure of matter as it relates to the motion of charged particles in semi-conductors. The study covers junction diode and basic transistor action, together with a brief survey of manufacturing their methods. The switching function of diodes and transistors as they are used in logic circuits, trigger circuits and pulse generators are learned both in the classroom and through experiments with these actual circuits in the laboratory. 2-2-3\* (Offered as EL 221,, Digital Transistor Circuits, prior to 1965-66.) Not open to students who are enrolled or have completed EL 211, 212, and 214.

## EL 216 LINEAR TRANSISTOR CIRCUITS

(Prerequisite: EL 102, A.C. Circuits) A study of the A.C. behavior of transistors and their associated circuits. Topics covered as bias stabilization, parameter measurement, matrix algebra, computations of transistor circuits, feed-back networks and high frequency operation. The associated laboratory will provide the student with ample opportunity to apply the knowledge obtained in class by designing and building all circuits studied. 2-2-3\* Not open to students who are enrolled or have completed EL 211, 212, and 214.

## EL 217 VACUUM TUBE DEVICES

(Prerequisite: EL 102, A.C. Circuits) 2-2-3\* Not open to students who are enrolled or have completed EL 211, 212, and 214.

## L 218 ELECTRO-MAGNETIC TRANSMISSION

(Prerequisite: EL 102, A.C. Circuits) 3-0-3\* Not open to students who are enrolled or have completed EL 211, 212, and 214.

#### EL 219 ELECTRONIC CIRCUITS

(Prerequisite: EL 216, Linear Transistor Circuits or EL 217, Vacuum Tube Devices.. 2-2-3\* Not open to students who are enrolled or have completed EL 211, 212, and 214.

#### ENGINEERING

## (University Parallel)

The program basic to almost all engineering curricula stresses a sound foundation in science and mathematics along with humanities and the social studies. This provides the engineer not only with the necessary prerequisites for further technical studies, but also with a knowledge of the world and its problems; a knowledge necessary to aid the engineer in the decisions he must make in his engineering career.

The program in engineering at most universities is a five-year one; however, superior students are urged to accelerate their programs. One example of a five-term program in pre-engineering is as follows:

	FRESHMAN YEAR			
COURSE	DESCRIPTION	SEMESTE: Term Fall	R HOUR Term Winter	S CREDIT Term Spring
	History & Appreciation of Art			2
CY 101-102 EH 101-102 EG 101-102 EG 110 HH 101 MS 141* MS 204-205 PE	Music Appreciation	4 3 3 3	4 3 3 1	(2) 2 4 4
		15	16	12
	SOPHOMORE YEAR			
MS 206 MS 207 PE	Literature Anal. Geometry & Calculus III Differential Equations Physical Education Eng. Physics; Modern Physics	4	3 1 3	
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3

SS 101-102 Social Inst.; Political Inst.

<sup>\*</sup>Alternately, MS 111, 121 may be taken. This will require taking MS 204 in the Spring Term if the sophomore program is to be followed.

An example of the four-term, accelerated program for the superior student is as follows:

#### FRESHMAN YEAR

C	OURSE	DESCRIPTION	SEME	STER HOURS	CREDIT
	OURSE	passin res	Fall Term	Winter Term	
	CY 101-102	General College Chemistry	. 4	4	
	EG 110	Engineering Prob. & Orient	. 1		
	EH 101-102	Freshman Communications	3	3	
	MS 204-205	Anal. Geom. & Calculuc I; II	4	4	
	PE	Physical Education	1	1	
	PH 205	Engineering Physics		4	
	SS 101	Social Institutions	3		
			16	16	
		SOPHOMORE YEAR			
	AT	Art Appreciation		2	
	or	• •			
	MC 110	Music Appreciation		(2)	
		Engineering Graphics I; II		3	
		Literature			
	HH 101	Personal & Comm. Hygiene	2		
	MS 206	Anal. Geom. & Calculus, III	4	2	
	MS 20/	Differential Equations	4	3 3	
	PH 206-207 PE	Eng. Physics; Modern Physics	1	5	
	CC 102**	Physical Education Political Institutions	1	3	
	33 104	i offical institutions		3	

## EG 101 ENGINEERING GRAPHICS

An introduction to the fundamental principles of orthographic projection and Descriptive Geometry as used in the making and interpretation of engineering drawings. 0-6-3\*

17

17

Electives

## EG 102 ENGINEERING GRAPHICS II

Applications of orthographic projection and Descriptive Geometry. 0-6-3\*

## EG 110 ENGINEERING PROBLEMS AND ORIENTATION

(Co-requisite: MS111 or MS 141) This course emphasizes the solution of engineering problems using dimensional analysis, elementary vector analysis, the slide rule and other computational techniques. The course also provides a study of the history, basic principles, development, opportunities and educational requirements for the principal fields of the engineering profession. 1-0-1\*

<sup>\*\*</sup>PL 201 or HY 201 may be substituted.

#### ENGLISH

#### EH 101 FRESHMAN COMMUNICATIONS

#### Sections 1 - 49

This is primarily a skills course which aims to develop proficiency in all aspects of communications, but strongly emphasizes writing and reading. An understanding of how language is actually used is necessary as a basis for any real understanding of the problems encountered in effective communication. The important skills of listening, speaking, reading, and writing can then be dealt with in detail, with the main concern being with factual matters. 3-0-3\*

#### Sections 50 - 59

Reading Emphasis: The content of this course is essentially the same as EH 101, Sections 1-49, except this course is an emphasis section designed specifically to provide assistance in reading for those students whose scores on the reading placement test indicate a need for special help. A reading laboratory equipped with rateometers, films, and other aids provides intensive instruction and practice in improving reading speed and comprehension. Students passing this course go into regular EH 102. 3-2-3\*

#### Sections 60 - 69

Writing Emphasis: This course is essentially the same as EH 101, Sections 1-49, except this course is an emphasis section designed specifically to provide assistance in writing for those students whose scores on the writing placement test indicate a need for special help. Students passing this course go into regular EH 102. 3-2-3\*

#### Sections 70 - 79

Reading and Writing Emphasis: Essentially this course is the same as EH 101, Sections 1-49, except that it provides an emphasis section designed specifically to provide assistance in writing and reading for those students whose scores on both the reading and writing placement tests indicate a need for special help. Students passing this course go into the regular EH 102. 3-2-3\*

## Sections 80 - 89

Advanced Freshman Communications: The aims of this course are basically the same as those of EH 101, Sections 1-49, except that emphasis is given to the study, technique and practice of creative expression. Students who score in the upper 15 percentile on the reading and writing placement tests are enrolled in these advanced sections. 3-0-3\*

#### EH 102 FRESHMAN COMMUNICATIONS

(Prerequisite:EH 101 Freshman Communications or equivalent.) This course consists of three units which introduce the students to the role of language in thought and action: (1) Language and Thought (2) Persuasion (argument and logic) and (3) Mass Media of Communication.

The concern here is with the development of student ability to read critically and to write effectively. 3-0-3\*

Research paper techniques are taught in both EH 101 and EH 102.

#### Sections 86 - 89 (Advanced course for EH 102)

(Prerequisites: EH 101, Sections 86-89, Advanced Freshman Communications or equivalent.) This course is a continuation of EH 101, Sections 86-89, and is basically the same as other sections of EH 102, except that emphasis is given to creative expression. 3-0-3\*

#### EH 201 ENGLISH LITERATURE TO 1800

(Prerequisite: EH 102 Freshman Communications or equivalent.) This course is a study of significant writings produced in the British Isles from the time of the Anglo-Saxons to 1800. 3-0-3\*

#### EH 202 ENGLISH LITERATURE AFTER 1800

(Prerequisite: EH 102 Freshman Communications or equivalent.) This course is a study of significant writings produced in the British Isles from 1800 to the present. 3-0-3\*

#### EH 203 WORLD LITERATURE TO 1600

(Prerequisite: EH 102 Freshman Communications or equivalent.) A study of selected works of the ancient, medieval, and renaissance worlds. 3-0-3\*

#### EH 204 WORLD LITERATURE AFTER 1600

(Prerequisite: EH 102 Freshman Communications or equivalent.) This course is a study of selected world masterpieces from approximately 1600 to the present day. 3-0-3\*

## EH 205 AMERICAN LITERATURE TO 1865

(Prerequisite: EH 102 Freshman Communications or equivalent.) The course is a study of the development of our national literature from colonial times to the end of the Civil War. 3-0-3\*

## EH 206 AMERICAN LITERATURE AFTER 1865

(Prerequisite: EH 102 Freshman Communications or equivalent.) The study of the rise of modern American literature is provided in this course, Current literary trends and contemporary American writers are stressed. 3-0-3\*

## EH 210 ADVANCED COMPOSITION

(Prerequisite: EH 102 or equivalent or permission of Department Chairman.) This is a course in writing open to adequately prepared students. The work includes intensive analysis of a wide range of literary types; concrete instruction in effective devices; writing assignments, made with reference to individual aptitudes, of such types as biography, autobiography, descriptive sketch, monologue, dialogue, vignette, short story, one-act play, and popular verse forms; class readings of student work and individual criticism. 3-0-3\*

#### FRENCH

#### FH IOI ELEMENTARY FRENCH

A basic knowledge of French grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. A regularly scheduled period of language laboratory is required of all students 3-1-3\*

#### FH 102 ELEMENTARY FRENCH

(Prerequisite: FH 101 Elementary French or equivalent.) The course is a continuation of FH 101. It continues the study of basic grammar, composition and pronunciation. A regularly scheduled period of language laboratory is required of all students. 3-1-3\*

#### 201 INTERMEDIATE FRENCH

(Prerequisite: FH 102 Elementary French or equivalent.) This course presents a rapid grammar review followed by translation of contemporary French stories and an introduction to French civilization. Vocabulary building is emphasized along with practice in written exercises and conversation. The language laboratory is optional for intermediate students. 3-0-3\*

#### 202 INTERMEDIATE FRENCH

(Prerequisite: FH 201 Intermediate French or equivalent.) This is a continuation of FH 201 and places emphasis upon the translation of French stories, written themes, and conversation. Discussions and exercises on the French nation and its culture are also given special importance. The language laboratory is optional for students. 3-0-3\*

#### 213 CONVERSATIONAL FRENCH

(Prerequisite: FH 102 Elementary French or equivalent.) Emphasis in this course is on oral application of the French language through conversations, discussions, and oral themes. Students are given intensive oral laboratory practice. This course may be taken independently or concurrently with FH 201. 2-0-2\*

## H 214 CONVERSATIONAL FRENCH

(Prerequisite: FH 102 Elementary French or equivalent.) The course is a continuation of FH 213. Intensive oral laboratory practice is given. This course may be taken independently or concurrently with FH 202. 2-0-2\*

#### FH 270 INTRODUCTION TO FRENCH LITERATURE

(Prerequisite: 4 years of secondary level French, or FH 202 and/or FH 214, or permission of the Department Chairman.) This course is designed to present the history and achievements of French Literature. The student is introduced to major literary movements, representative authors and works in chronological order from *Chanson de Roland* to Classicism. Written and oral reports are assigned. 3-0-3\*

#### FH 271 INTRODUCTION TO FRENCH LITERATURE

(Prerequisite: FH 270 or permission of Department Chairman.) This course presents French literature from Classicism to contemporary literature. 3-0-3\*

#### GEOGRAPHY

### GY 101 ELEMENTS OF GEOGRAPHY AND CONSERVATION

This course provides an introduction to the principles of geography on a worldwide basis. The numerous inter-relationships of human life and the natural environment are a central concern. The economic inter-relationships, with emphasis upon conservation or wise resource use, are stressed. A special unit on conservation of Florida's natural resources is included. 3-0-3\* (offered as GY 101, Elements of Geography, prior to 1965-66.)

#### GERMAN

#### GN 101 ELEMENTARY GERMAN

A basic knowledge of German grammar and composition, drill in pronunciation, simple reading and translation, and familiarity with the life and culture of native speakers of the language are provided in this course. 3-0-3\*

#### GN 102 ELEMENTARY GERMAN

(Prerequisite: GN 101 or equivalent.) This course continues the study of German grammar and composition, drill and pronunciation, reading and translation. 3-0-3\*

## GN 201 INTERMEDIATE GERMAN

(Prerequisite: GN 102 Elementary German or equivalent.) This course presents intensive and extensive reading in texts in German, presenting the history, legends, folklore, poetry and literary selections from the greatest German writers. 3-0-3\*

## GN 202 INTERMEDIATE GERMAN

(Prerequiste: GN 201 Intermediate German or equivalent.) This course is a continuation of GN 201 and gives more extensive drill and practice in the techniques of German reading (with and without translation.) 3-0-3\*

#### HEALTH EDUCATION

#### HH 101 PERSONAL AND COMMUNITY HYGIENE

This course is concerned with the principles and practices of personal hygiene. Particular attention is given to the physical, mental and social health of the individual and to his part in healthful family living. Included is the study of healthful group living, sources of infection, housing, food, sanitation and the maintenance and improvement of group health. (On the basis of an exemption examination, Health 101 may be waived). 2-0-2\*

#### HH 103 FIRST AID

This is a combination course in American Red Cross First Aid, including

both the standard and advanced. Satisfactory completion qualifies the student for the instructor's course offered by the Red Cross. 1-1-1\*

#### HISTORY

#### HY 101 ANCIENT AND MEDIEVAL CIVILIZATIONS

This course delves into the theories of historical causation, the origin of life upon our planet and the emergence of major cultures. It delineates the characteristics of the major civilizations which evolved around the Mediterranean Sea from Ancient Egypt and the Fertile Crescent through Greece, Rome, the Byzantine and Islamic Cultures and Medieval Europe to the Renaissance. The civilizations of the Far East, particularly India, China and Japan, are also studied. 3-0-3\*

#### HY 102 MODERN CIVILIZATIONS

A continuation of HY 101, this course begins with the background of the Renaissance and extends to the present time. Major emphasis is placed upon the development of modern Western European culture, with some consideration given to the forces and events contributing to the emergence of the Afro-Asian nations and peoples. 3-0-3\*

#### HY 201 UNITED STATES HISTORY TO 1865

This course is concerned with the expansion of European culture into the Western Hemisphere, the growth and development of the Thirteen English Colonies, an intensive study of the Constitution of the United States and the early national period of the United States to the end of the Civil War. 3-0-3\*

## HY 202 UNITED STATES HISTORY FROM 1865 TO THE PRESENT

A continuation of HY 201, this course emphasizes the development of the United States into a great world power with more detailed studies of internal, economic, social, political and cultural movements and forces. 3-0-3\*

## HY 211 LATIN AMERICAN HISTORY TO THE PERIOD OF NATIONAL INDEPENDENCE

The course surveys the fundamental forces which paved the way for early Latin American political developments. Emphasis is placed on the emergence of social, political and economic institutions in Latin American history from the period of the Conquest through the period of expansion. Offered in Evening only. 3-0-3\*

## HY 212 LATIN AMERICAN HISTORY FROM THE NAPOLEONIC ERA TO THE PRESENT

This segment is concerned with the role played by social, political and economic institutions in Latin American history from the period of independence to the present. Offered in Evening only. 3-0-3\*

## HOME ECONOMICS

## (University Parallel)

The suggested curriculum in home economics provides university parallel courses to meet the needs of students who are interested in preparation for professional positions in child development, home and family life, teaching, food and nutrition, merchandising and clothing, and in other related areas.

#### FRESHMAN YEAR

SEMESTER HOURS CREDIT

DESCRIPTION

CY 101-102\* ...... Gen. College Chem.; Natural Sci. ... 7-8 EH 101-102 Freshman Communications ..... 6

COURSE

HE 106	Elements of Nutrition
HH 201	Clothing Construction(3)
Food & Nutr. Majors	
HE 102	Food for the Family(3)
Other Majors	
Electives	(3)
	33-34
	SOPHOMORE YEAR
EH HH 101 PE PI 101 PY 201 SP 101 SS 201 Clothing Majors AT 101 HE 203 Elective Food & Nutr. Majors FS 210-211	History & Apreciation of Art       2         Literature       3         Personal & Comm. Hygiene       2         Physical Education       2         Introduction to Philosophy       3         General Psychology       3         Fundamentals of Speech       3         Family Relationships       3         Design Fundamentals       (3)         Costume Selection       (3)         Food Comp. & Prep.; Quan. Cook'g       (6)
Other Majors	
Electives	(9)
	30

<sup>\*</sup>Child Development and Home and Family Life majors may elect any of the natural science courses to meet the general education requiremnts.

\*\*PL 201 or HY 201 may be substituted for SS 102.

## HOMEMAKER

## (Specialized, Business, Technical, Professional Program)

C4	BE 105-106	Interior Design Typewriting Freshman Communications Elements of Nutrition Clothing Construction Personal & Comm. Hygiene Music Appreciation Physical Education		HOURS 2 4 6 3 6 2 2 2 2	CREDIT
	SS 101-102*	Social Inst.; Political Inst.		6 33	
		SOPHOMORE YEAR			
		History and Appreciation of Art		4	
	BA 101	Accounting Principles		3	
	BE 200	Business Communication		3	
		Literature		3	
	HE 102	Food for the Family		3	
	HE 203	Costume Selection		3	
	MS 106	Mathematics for General Educ	ation	3	
	PE	Physical Education		2	
	PY 201	General Psychology		3	
	SP 101	Fundamentals of Speech		3	
		Family Relationships		3	
			-	33	

#### HOME ECONOMICS

#### HE 101 ELEMENTS OF NUTRITION

This course presents the fundamental principles of normal nutrition. Emphasis is placed upon the food nutrients, food selection, and dietary planning. Students who wish a basic nutrition course, Home Economics majors and nurses who are taking the university parallel curriculum should take this course. 3-0-3\*

#### HE 102 FOOD FOR THE FAMILY

This basic course deals with the relation of good nutrition to the health of the individual. It includes planning and preparing nutritionally adequate and aesthetically satisfying meals for the family. 2-2-3\*

#### HE 103 NUTRITION

This course is designed to present to the student nurse and dental hygienist the recent findings, concepts and applications of nutrition. 2.0-2\*

#### HE 106 ELEMENTS OF CLOTHING CONSTRUCTION

A study of pattern selection, use of commercial patterns and the fundamental techniques of sewing are included in this course. 2-2-3\* (Offered as HE 102, Elements of Clothing Construction, prior to 1965-66.)

#### HE 201 CLOTHING CONSTRUCTION

(Prerequisite: HE 106, Elements of Clothing Construction) Garments may be made of fabrics which require advanced techniques. Emphasis is placed on suitability of pattern, fabric and construction to the individual. 1-3-3\*

#### HE 203 COSTUME SELECTION

Emphasis is placed upon the principles of design as they apply to modern dress and good taste in ready-to-wear selection. The course includes figure analysis, personal improvement, wardrobe planning and the selection and use of accessories. 3-0-3\*

#### HOTEL-MOTEL FOOD SERVICE MANAGEMENT

(Specialized, Business, Technical, Professional Program)

The Food Service Management curriculum leads to the Associate in Science degree. There is both a theoretical and a practical approach with the students working while enrolled in college classes. This curriculum prepares the student for mid-management employment in food service operations of various types.

COURSE	DESCRIPTION	SEMEST Fall Term	TER HOURS Winter Term	CREDIT Spring Term
BA 110	Mathematics of Finance			
	Office Practice			3
EH 101	Freshman Communications	. 3		
FS 101	Introduction to Foods	. 3		
	Food Serv. Practicum & Seminar		4	
FS 210	Food Composition & Prep			2
HH 101	Personal & Comm. Hygiene	. 2		
HM 100	H-M-Restaurant Accounting		3	
	Intro. to H-M-R Management			
PE	Physical Education	. 1		1
SP 101	Fundamentals of Speech			3 3
SS 101	Social Institutions			3
	-	15	7	12
		10	,	12
	SOPHOMORE YEAR			
FS 211	Quantity Cookery	3		
	Per. M'g'mt & Oper. Procedures			
	Equip., Use & Maintenance			3
FS 218	Food Serv. Practicum & Seminar		4	
	Orginazition & Per. M'gm't			3
	Food & Beverage Control			
	H-M-R Sales & Promotion			
	Physical Education			1
PY 201	General Psychology		3	
SS 102*	Political Institutions	. 3		
	**Electives			5
	-	16	7	12
		10	1	14

<sup>\*</sup>PL 201 or HY 201 may be substituted for SS 102. \*\*Suggested elective courses: AT 110, MC 110, BE 105, Language or Literature.

## FOOD SERVICE

#### FS 101 INTRODUCTION TO FOODS

This is an elementary foods course which deals with the basic principles and fundamental processes underlying food preparation. 3-0-3\*

#### FS 118 FOOD SERVICE PRACTICUM AND SEMINAR

A general introduction to the food service phase of the hospitality industry is offered. Students are guided in practical experiences in local operations of the hospitality field. Both independent and group study and discussion will be included in the course. 2-6-4\* (Offered as HE 207, Practicum in Food Service, prior to 1965-66.)

#### FS 210 FOOD COMPOSITION AND PREPARATION

(Prerequisite: FS 101 or permission of the instructor) A study is made of the production and effective use of food materials considering economic, nutritive, and aesthetic factors. Lectures and demonstrations will emphasize standards of food preparation. 3-0-3\* (Offered as HE 210, Food Composition and Preparation, prior to 1965-66.)

## FS 211 QUANTITY COOKERY

(Prequisite: FS 101 or permission of the instructor) The major emphasis will be upon estimates of raw materials needed for foods in quantity and the use of institution food service equipment. 0-6-3\* (Offered as HE 211, Quantity Cookery, prior to 1965-66.)

## FS 212 PERSONNEL MANAGEMENT AND OPERATIONAL PROCEDURES

This course is designed to study the basic principles and anlysis of food management problems; this includes job analysis methods, selection, control and supervision of personnel. Other phases of the work include work plans and schedules, labor and food cost control, purchasing, equipment use and care, sanitation and safety. 3-0-3\* (Offered as HE 212, Operational Procedures of Quantity Food Services, prior to 1965-66.)

## FS 215 EQUIPMENT, USE AND MAINTENANCE

In this course a study is made of layouts, specifications, maintenance of equipment, furniture, furnishings, decor for clubs, hotels, motels, and related institutions. 3-0-3\* (Offered as HE 215, Equipment, Use and Maintenance, prior to 1965-66.)

## FS 218 FOOD SERVICE PRACTICUM AND SEMINAR

This course is a continuation of FS 118. 2-6-4\* (Offered as HE 208, Practicum in Food Service, prior to 1965-66.)

#### HOTEL-MOTEL MANAGEMENT

(Specialized, Business, Technical, Professional Program)

The Hotel-Motel Management curriculum is a mid-management program leading to the Associate in Science degree. The curriculum provides both a theoretical and a practical approach. Laboratory experience and training in hotels and motels is provided through part-time employment in hotels, motels and clubs. This curriculum prepares the student for employment in the hospitality industry.

#### FRESHMAN YEAR

C

COURSE	DESCRIPTION	SEMES Fall Term	TER HOURS Winter Term	CREDIT Spring Term
	Math. of Finance; Salesm's'p Office Practice	3		3
	Freshman Communications			3
	Personal & Comm. Hygiene			
	Hotel-Motel-Restaurant Acct'g		3	
	Intro. to H-M-R Managemen			
	Practicum & Seminar		4	
HM 201-202	Front Off. Proced. Housek'g	3.,		3
PE	Physical Education	l		I
SP 101	Fundamentals of Speech			3
		15	7	13
	SOPHOMORE YEAR			
HM 204	Organ. & Personnel Mg'm't Mg'm't Practice in Hotel-Mote Hotel Law	l 3		5
PE	Physical Education Food & Beverage Control	1		1
	H-M-R Sales & Promotion			
	Practicum & Seminar		4	
SS 101-102*	Social Inst.; Political Inst.	3		3
PY 201	General Psychology		3	
	**Electives			5
		15	7	12

<sup>\*</sup>PL 201 or HY 201 may be substituted for SS 102.
\*\*Suggested elective courses: AT 110, MC 110, BE 105, Language or Literature.

#### HOTEL-MOTEL MANAGEMENT

#### HM 100 HOTEL-MOTEL RESTAURANT ACCOUNTING

(Prerequisite: BA 101 Principles of Accounting) This is a study of accounting applications to various service institutions. Emphasis is placed on operating cost data, cost analyses and methods of reporting for managerial uses, and the NCR posting machine. 3-0-3\*

## HM 101 INTRODUCTION TO HOTEL-MOTEL RESTAURANT MANAGEMENT

The hospitality field, its history, famous people, economic and social importance, and operations are the major areas of emphasis in this course. 3-0-3\*

## HM II8 HOTEL-MOTEL MANAGEMENT PRACTICUM AND SEMINAR

Students obtain in-season employment in local motel and hotel estabments. Thereafter, periodic observation by the coordinator will ascertain that both working hours and responsibilty make for a learn sequence that will escalate to a supervisory status. A written project commensurate with assigned duties, will make for a satisfactory completion of the practicum. 2-6-4\* (Offered as HM 107 and HM 108, Seminar and Practicum, prior to 1964-65.)

#### HM 201 HOTEL-MOTEL FRONT OFFICE PROCEDURE

This course provides an analysis of various jobs within hotel-motel front office, and procedures involved in registering, accounting for, and checking out guests. Front office promotional and sales practices are also investigated. 3-0-3\*

## HM 202 HOTEL-MOTEL HOUSEKEEPING

This is a survey course designed to provide the student with a general understanding of the organization, duties and administration of institutional housekeeping; it also includes interior decoration, purchase of furniture, carpeting, linens and supplies. Maintenance and engineering of a practical nature are studied. 3-0-3\*

## HM 204 MANAGEMENT PRACTICE IN HOTEL AND MOTEL

Special management problems as found in hotels, motels, clubs, and institutions.  $3 \cdot 0 \cdot 3^*$ 

## HM 214 FOOD AND BEVERAGE CONTROL

An in-depth study of various established cost control systems of hotels and restaurants in purchasing, allocation and use of both foods and beverages to make for a profitable and economical operation. 2-0-2\*

## HM 216 HOTEL-MOTEL-RESTAURANT SALES PROMOTION

A comparison of methods and results of business promotion in the hospitality field stressing the use of direct mail, news media and personal

contact to build a successful business and an attractive public image. 3-0-3\*

# HM 218 HOTEL-MOTEL MANAGEMENT PRACTICUM AND SEMINAR

This course is a continuation of HM 118. 2-6-4\*

#### **JOURNALISM**

#### JM 101 WRITING FOR MASS COMMUNICATIONS

This is a course in writing for newspapers, radio, television, and magazines. Detailed instruction in gathering and writing news and feature stories and head lines is given along with basic newspaper editing and layout. This is a requirement for journalism majors. 3-0-3\*

#### JM 102 SURVEY OF COMMUNICATIONS

This is a survey of the development of communications media including a study of present problems facing the press. Special emphasis is placed on newspapers, radio, and television, their requirements and opportunities, and their responsibilities to the public. This course is a requirement for those planning to major in any phase of journalism. 3-0-3\*

## LAW

## (University Parallel)

OURSE	DESCRIPTION SEMESTER	HOURS	CREDI
EH 101-102	Freshman Communications	6	
MS 106	Mathematics for General Education	3	
PE	Physical Education	2	
	Fundamentals of Speech		
	Social Inst.; Political Inst.	6	
BY 101-102	General Biology	8	
or			
	General College Chemistry (8)	)	
or			
	Survey of Physical Science		
and	BY 101 or 102 or CY 101 or 102 (4)	_	
	Foreign Language	6	
	33	-34	
	SOPHOMORE YEAR		
EH	Literature	6	
AT	History and Appreciation of Art	2	
or MC 110	Music Appreciation(2)	,	
	Art of Thinking	3	
	Amer. Nat'l Govt.; State, Local Gov't	6	
	U.S. Hist. to 1865; 1865 to Present	6	
	Physical Education	2	
	Personal & Community Hygiene	2	
**** ***	Foreign Language	6	
		33	

#### LAW ENFORCEMENT

## (Specialized, Business, Technical, Professional Program)

This course of study provides the necessary preparation for beginning employment as a peace officer. Students are reminded that most law enforcement agencies require a minimum age of 21 years before employment is possible. This curriculum is open to women students as well as to men. Employment opportunities for qualified people in the field of law enforcement are many and varied. The program, as outlined here, leads to graduation with the Associate of Science Degree.

#### FRESHMAN YEAR

DESCRIPTION

COURSE

SEMESTER HOURS CREDIT

EH 101-102 Freshman Communications	. 6
PE Physical Education	. 2
PO 100 Introduction to Law Enforcement	. 3
MS 106 Mathematics for General Education	3
Natural Sciences	. 3-4
PO 101 Police Administration	. 3
PO 103 Patrol Administration	. 3
SP 101 Fundamentals of Speech	. 3
SP 102 Public Speaking	. 3
SS 101 Social Institutions	
	32-33
	34 33
SOPHOMORE YEAR	
HH 101 Personal & Community Hygiene	. 2
HH 103 First Aid	. 1
PE Physical Education	. 2
PL 201 American National Government	. 3
PL 202 American State & Local Government	t 3
PO 102 Police Administration	3
PO 201 Laws of Evidence	. 3
PO 202 Criminal Investigation	. 3
PO 203 Law of Arrest, Seach & Seizure	. 3
PY 201 General Psychology	. 3
PY 202 Personality Development	. 3
SH 101-102 Elementary Spanish	. 6
	35

#### LAW ENFORCEMENT

### PO 100 INTRODUCTION TO LAW ENFORCEMENT

(Offered only in the evening program.) This course introduces the student to the field of Law Enforcement, covering philosophical background, history, constitutional limits, agencies, processes of justice, and the evaluation of specific law enforcement practices today. 3-0-3\*

#### PO 101 POLICE ADMINISTRATION

(Offered only in the evening program.) The concern in this course is with the efficient organization and administration of the police department. Particular emphasis is placed on that phase of police administration which is usually seen by the general public, including the patrol, traffic, and detective divisions. 3-0-3\*

#### PO 102 POLICE ADMINISTRATION

(Offered only in the evening program.) A continuation of PO 101, this course stresses the behind-the-scenes activity of a modern police department. Special attention is given to records, auxiliary services, recruitment, personnel evaluation, discipline and planning. 3-0-3\*

#### PO 103 PATROL ADMINISTRATION

(Offered only in the evening program.) Concerned with the expansion of theories developed in PO 101, this course concentrates on methods of patrol, special systems of patrol, planning, distribution of the patrol force supervision, communications, reporting, and emerging trends in patrol administration. 3-0-3\*

## PO 201 LAWS OF EVIDENCE

(Offered only in the evening program.) Rules of evidence and their application to proper law enforcement. Tests of admissibility applied by the courts, including direct and circumstantial evidence, hearsay, confessions, dying declarations, documentary evidence, competency of witnesses, degrading and incriminating questions, privileged and non-privileged communications. 3-0-3\*

### PO 202 CRIMINAL INVESTIGATION

(Offered only in the evening program.) A general survey of methods and techniques used by modern law enforcement officers in the investigation of crime. Interrogation techniques, evidence, how to mark, preservation — after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery and other crime scene investigations. Narcotics investigation, laboratory analysis of evidence, court room techniques and demeanor. 3-0-3\*

## PO 203 LAW OF ARREST, SEARCH AND SEIZURE

(Offered only in the evening program.) Peace officers' right and duty to make arrest. Obligations imposed by oath of officer. Distinction between felony and misdemeanor. Requisites of legal arrest as set forth in the Florida Penal Code. Immunity from arrest, legal rights of suspect, techniques and procedures in effecting arrests. Legal use of force, degree of force, rights of arrested persons. Attitude and remarks of arresting officer. Laws and regulations pertaining to search of premises, automobiles and persons. Discussions relative to officers' right to search and hold for evidence or conficate property. 3-0-3\*

#### LOGIC

#### C 101 THE ART OF THINKING

The principal objects of this course are to help the student think with more accuracy, clarity, and completeness, and to help him apply his knowledge in analyzing the thinking of others as expressed in speech and print. 3-0-3\*

#### MATHEMATICS

### (University Parallel)

## FRESHMAN YEAR

C	OURSE	DESCRIPTION	SEMESTER	Hours	CREDIT
	BY 101*	General Biology		4	
		Freshman Communications		6	
	GN 101-102**	Elementary German	·	6	
	HH 101	Personal & Community Hygiene	·	2	
	MC 110***	Music Appreciation		2	
	MS 141+	College Algebra & Trigonometry	<i></i>	4	
	MS 204	Analytic Geometry & Calculus	I	4	
	PE	Physical Education		2	
	PH 205++	General Physics with Calculus		4	
			-	34	
		SOPHOMORE YEAR			
	EH	Literature		3	
		Intermediate German		6	
	MS 205-206	Analytic Geometry & Calculus	II; III	8	
	MS 207+++	Differential Equations		3	
	MS 208	Elementary Statistics		3	
	PE	Physical Education		2	
	PH 206++	General Physics with Calculus		4	
	SS 101-102+*	Social Inst.; Political Inst		6	
			_	35	

<sup>\*</sup>EG 101, DP 102, CY 101, or BA 110 are also recommended for mathematics majors and may replace BY 101. The student is advised to check requirements at the university which he expects to attend.

at the university which he expects to attend.

\*\*French may be elected.

\*\*\*AT 110 or AT 111 may b elected.

+MS 111 and MS 121 may be taken separately or together in place of MS 141.

Adequate score on an exemption test may permit the good student to enter
MS 204 in this first term.

+In special cases (to be decided by the mathematics department) General Physics

without Calculus or General Chemistry may be elected.

<sup>+ + +</sup> Requires special permission of the mathematics department to be taken con-currently with MS 206. +°PL 201 or HY 201 may be substituted for SS 102.

#### MATHEMATICS

#### MS 103 ELEMENTARY TEHNICAL MATHEMATICS I

This course and MS 104 Elementary Technical Mathematics II form a sequence to be offered to those Electronics Technology Majors who do not qualify for MS 111. Topics considered are as follows: standard notation and the slide rule, algebraic expressions and operations, dimensional analysis, linear equations in one unknown, linear equations, exponents and radicals, quadratic equations, and exponentials and logarithms. 3-0-3\*

#### MS 104 ELEMENTARY TECHNICAL MATHEMATICS II

(Prerequisite: MS 103, Elementary Technical Mathematics I, or MS 105, Basic Algebra) This is the second course of the sequence offered to those Electronics Technology Majors who do not qualify for MS 111. Topics included are as follows: trigonometry of right angles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of trigonometric functions, binomial expansion and progressions, and selected topics in analytic geometry. 2-0-2\* (Offered as MS 107, Applied Trigonometry and Analytic Geometry, prior to 1965-66.)

#### MS 106 MATHEMATICS FOR GENERAL EDUCATION

(Prerequisite: Adequate score on placement test. Students making inadequate scores must enroll in sections meeting 5 times per week) This course stresses the fundamental concepts and applications of mathematics. Topics include logical systems, arithmetic, number bases and groups, algebra, graphing, functions, exponents and algebraic techniques, geometry, and statistics. 3-0-3\* or 5-0-3\*

## MS 107 BASIC ALGEBRA

(Prerequisite: MS 106, Mathematics for General Education, or adequate score on placement test) This course is a study of basic algebra designed to prepare the student for MS 111, College Algebra. Topics included are as follows: fundamental operations with signed numbers, factoring, fractions, exponents, radicals, linear and quadratic equations, measurement, statement problems, and complex numbers. 3-0-3\* (Offered as MS 105, Basic Algebra, prior to 1965-66.)

## MS III COLLEGE ALGEBRA

(Prerequisite: MS 107, Basic Algebra, or adequate score on placement test) Topics included are as follows: mathematics and science, the number system, polynominals, algebraic fractions, exponents, radicals sets, equations, simultaneous equations and matrices, inequalities, functions and relations, algebraic functions, exponential and logarithmic functions. 3-0-3\*

#### MS 121 COLLEGE TRIGONOMETRY

(Prerequisite: MS 111, College Algebra, or adequate score on placement test) This course emphasizes the analytic and the numerical treatment of trigonometry. Topics considered are as follows: trigonometric identities, vectors, right triangles, oblique triangles, multiple- and half-angle formulas, trigonometric functions of angles, trigonometric functions of real numbers, inverse trigonometric functions, complex numbers, the straight line, planes, conic sections, polar coordinates, parametric equations, area of a circle and limits. 3-0-3\*

#### MS 141 COLLEGE ALGEBRA - TRIGONOMETRY

(Prerequisites: Two years of high school algebra, one year of plane geometry, one half year of trigonometry, and a high score on the mathematics placement test) Designed to prepare the above average student for the Analytic Geometry and Calculus sequence. This course develops the same material as MS 111, College Algebra, and MS 121, College Trigonometry together, but in a single term. 4-0-4\*

#### MS 204 ANALYTIC GEOMETRY AND CALCULUS I

(Prerequisite: MS 141, College Algebra, Trigonometry and An Introduction to Analytic Geometry; or, MS 111, College Algebra, and MS 121, College Trigonometry and Introduction to Analytic Geometry; or an adequate score on an MS 141 exemption test administered at the discreation of the mathematics department to students having the prerequisite for MS 141 and requesting such a test) This is the first course of a three term sequence which unifies plane and solid analytic geometry with the calculus. Topics included are: slopes and rates of change, inverse of differentiation, differentiation of algebraic functions, trigonometric and inverse trigonometric functions, differentials and antiderivatives, definite integrals, moments of inertia, families of circles, confocal ellipses and hyperbolas, translation and rotation of axes, and quadratic forms. 4-0-4\*

## MS 205 ANALYTIC GEOMETRY AND CALCULUS II

(Prerequisite: MS 204) This is the second course of the three term sequence. Topics included are: logarithmic and exponential functions, hyperbolic functions, techniques of integration, applications of intergration including centroids and arc length, polar coordinates motion in a curve, L'Hospital's rule and further study of limits, infinite series and Taylor's formula. 4-0-4\*

## MS 206 ANALYTIC GEOMETRY AND CALCULUS III

(Prerequisite: MS 205) This is the third course of the three term sequence. Topics included are: methods of approximation, determinants and linear systems, analytic geometry of three dimensions, partial differentiation, multiple integrals, and an introduction to differential equations. 4-0.4\*

#### MS 207 DIFFERENTIAL EQUATIONS

(Prerequisite: MS 206. In exceptional cases, to be decided by the mathematics department, this course may be taken concurrently with MS 206) Topics included are ordinary and partial differential equations with applications, the Laplace transform, differential operators, systems of equations, orthogonal trajectories, electric networks, and inverse transforms. 3-0-3\*

#### MS 208 ELEMETARY STATISTICS AND PROBABILITY

(Prerequisite: MS 111, College Algebra) This course considers statistics and probability from the standpoint of general application. Topics included are as follows: frequency distribution, measures of central tendency, measures of dispersion, binomial distribution, standardized normal distribution, hypergeometric distribution, poisson distribution, the chisquare distribution, central limit theorem, statistical in ference, hypothesis testing, confidence limits, correlation coefficient, regression, sample space, permutations, combinations, probability, and expectation. 3-0-3\* (Offered as BA 206, Elementary Statistics, prior to 1965-66.)

#### MEDICAL ASSISTANT

## (Specialized, Business, Technical, Professional Program)

This course prepares the student for work in the physician's office as his as-The trainee learns to make and check appointments, keep records of visitations, necessary supplies, write letters, case histories, and purchase orders for supplies; prepare monthly statements; do routine laboratory work such as blood and urinanalysis testing; and, in general, help to establish better public relations.

COMPAR		DESCRIPTION STREET	TIOTIDG	CDEDM
COURSE		DESCRIPTION SEMESTER		CREDIT
DE 1	101	Principles of Accounting	3	
		Office Machines	2	
BE I	105-106+	Typewriting	4	
BY	151-152	Anatomy and Physiology	6	
		Freshman Communications	6	
HH	101	Personal & Community Hygiene	2	
HH	103	First Aid	1	
CY I	101	General College Chemistry	4	
PE		Physical Education	2	
		General Psychology	3	
		_	33	
		SOPHOMORE YEAR		
BE 1	101	Office Practice	3	
BE 2	204	Medical Transcription	2	
BE 2	205	Advanced Typewriting	2	
BE 2	200	Business Communications	3	
		Microbiology	3	
BY 2	251	Medical Laboratory Procedures	3 3 3 5	
BY 2	254	Internship	3	
BY 2	255-256	Medical Terminology	5	
DE	255 250	Physical Education	2	
DV 2	102*	Personality Development	3	
SC 1	01 102**	Social Inst.; Political Inst.	6	
33 1	01-102	-		
			35	

<sup>+</sup>If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

\*PY 203 may be substituted.

\*PL 201 or HY may be substituted for SS 102.

#### MUSIC

## (University Parallel)

This course of study is for students in all areas of music specialization, including Applied Music, Composition, Music Education, Music History and Literature, Music Theory, Music Therapy, and Sacred Music. Music Education majors should add MC 226 Brass Techniques, MC 227 Woodwind Techniques, and MC 228 String Techniques to the program listed below.

COURSE	DESCRIPTION SEMES	TER	HOURS	CREDIT
BY 101	General Biology		4	
EH 101-102	Freshman Communications		6	
HH 101	Personal & Community Hygiene		2	
MC 101-102	Music Theory		6	
	Music Organization		2	
MC	Applied Music		4	
MC 110	Music Appreciation		2	
MC 191-192	Sight Singing		2 2	
PE	Physical Education		2	
SS 101-102**	Social Inst.; Political Inst.	-	6	
		_	36	
	SOPHOMORE YEAR			
EH	Literature		3	
MC 201-202	Music Theory		6	
MC 203-204	Keyboard	-	2	
MC *	Music Organization		2	
MC	Applied Music		4	
MC 291-292	Sight Singing		2 3	
MS 106	Mathematics for General Education		3	
PE	Physical Education		2	
	Physical Science		3	
			7-9	
		34-	36	
		21	50	

<sup>\*\*\*</sup>Courses selected must be from the area of electives in the General Education program. \*MC 105-106, MC 205-206; or MC 107-108, MC 207-208.

\*PL 201 or HY 201 may be substituted for SS 102.

## MUSIC

## CHURCH MUSICIAN

(Specialized, Business, Technical, Professional Program)

MC 101-102	Freshman Communications Music Theory Music Organization Music Appreciation Sight Singing Applied Music Physical Education	 HOURS 6 6 2 2 2 4 4 2 4	CREDI
	Old Testament; New Testament Social Inst.; Political Inst	 <del>6</del> <del>34</del>	
	SOPHOMORE YEAR		
HH 101	Literature	 3 2 6 2 2 2 4 4 2 2 3 3	

#### MUSIC

#### MC 101 MUSIC THEORY

(Co-requisite: MC 191, Sight Singing) This course includes the study of the melodic, harmonic and rhythmic elements of music through part writing, aural dictation and music analysis. The harmonic material is limited to the principal diatonic structures. This is a university parallel course for students majoring in music. 3-0-3\*

#### MC 102 MUSIC THEORY

(Prerequisite: MC 101, Music Theory or equivalent. Co-requisite: MC 192, Sight Singing) This course is a continuation of MC 101, Music Theory, and includes the study of additional diatonic triads, non-harmonic tones, and diatonic seventh chords. 3-0-3\*

#### MC 103 FUNDAMENTALS OF MUSIC

This is an introductory course in music theory and music skills for classroom teachers and others interested in music fundamentals. This course is not open to students majoring in music. 3-0-3\*

#### MC 105 CONCERT BAND

Any qualified student who enjoys the study and performance of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use.+ 0-3-1\*

#### MC 106 CONCERT BAND

This is a continuation of MC 105, Concert Band.+ 0-3-1\*

## MC 107 COLLEGE SINGERS

Membership is open to all students who like to sing. Students participate in the study and performance of a varied repertory of choral music. Both accompanied and a cappella works are included. Students may enroll for credit or non-credit.+ 0-3-1\*

## MC 108 COLLEGE SINGERS

This is a continuation of MC 107, College Singers.+ 0-3-1\*

## MC 110 MUSIC APPRECIATION

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers and their works. It is designed to provide the student with a basis for intelligent listening and to help him develop a more thorough understanding of music. Course offers credit in General Education. 2-0-2\*

## MC 121 APPLIED MUSIC

(One half-hour lesson a week) Private instrumental instruction is available in the following instruments: Piano, Flute, Clarinet, Saxophone, Trumpet or Cornet, French Horn. Baritone or Euphonium, Trombone, Tuba and Percussion. 1-0-1\*

#### MC 122 APPLIED MUSIC

This is a continuation of MC 121, Applied Music. 1-0-1\*

#### MC 123 APPLIED MUSIC

(Two half-hour lessons a week) See description MC 121. 2-0-2\*

## MC 124 APPLIED MUSIC

This is a continuation of MC 123, Applied Music. 2-0-2\*

## MC 131 APPLIED MUSIC - VOICE

(One half-hour lesson a week. Prerequisite: MC 141, Class Voice, or equivalent) Private instruction in voice. 1-0-1\*

## MC 132 APPLIED MUSIC - VOICE

(One half-hour lesson a week) This is a continuation of MC 131, Applied Music — Voice. 1-0-1\*

## MC 133 APPLIED MUSIC - VOICE

(Two half-hour lessons a week) Private instruction in voice. 2-0-2\*

### MC 134 APPLIED MUSIC - VOICE

(Two half-hour lessons a week) This is a continuation of MC 133, Applied Music – Voice. 2-0-2\*

## MC 141 CLASS VOICE

This course includes instruction in tone production, diction, music reading, and repertory. Each student is given opportunity for individual aid. 0-2-1\*

## MC 142 CLASS VOICE

(Prerequisite: MC 141, Class Voice, or equivalent) This course is a continuation of MC 141, Class Voice. 0-2-1\*

## MC 191 SIGHT SINGING

This course provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on diatonic materials. 0-2-1\*

## MC 192 SIGHT SINGING

(Prerequisite: MC 191, Sight Singing, or equivalent) This course is a continuation of MC 191, Sight Singing. 0-2-1\*

#### MC 201 MUSIC THEORY

(Prerequisite: MC 102, Music Theory, or equivalent. Co-requisite: MC 291, Sight Singing) This course is a continuation of MC 102, Music Theory, and includes the study of modulations to closely related keys, additional diatonic seventh chords, altered chords, and borrowed chords. 3-0-3\*

## MC 202 MUSIC THEORY

(Prerequisite: MC 201, Music Theory, or equivalent. Co-requisite: MC 292. Sight Singing) This course is a continuation of MC 201,

Music Theory, and includes the study of secondary dominants, other seventh chord and altered chord structures, chords of the ninth, eleventh, and thirteenth, and advanced modulations. The shorter music forms are studied through analysis and original composition. 3-0-3\*

#### MC 203 KEYBOARD HARMONY

(Prerequisites: MC 102, Music Theory, and MC 122, Applied Music — Piano, or their equivalents) This course provides a practical application through the medium of the keyboard of the materials studied in Music Theory, with emphasis on realization of bass figurations, modulations, harmonization of melodies, transpositions, and improvision. 0-2-1\*

#### MC 204 KEYBOARD HARMONY

(Prerequisite: MC 203, Keyboard Harmony, or equivalent) This course is a continuation of MC 203, Keyboard Harmony. 0-2-1\*

## MC 205 CONCERT BAND

This course is a continuation of MC 105 and MC 106, Concert Band.+ 0-3-1\*

### MC 206 CONCERT BAND

A continuation of MC 205, Concert Band.+ 0-3-1\*

## MC 207 COLLEGE SINGERS

This is a continuation of MC 108, College Singers.+ 0-3-1\*

## MC 208 COLLEGE SINGERS

This is a continuation of MC 207, College Singers.+ 0-3-1\*

## MC 213 CHURCH MUSIC

(Prerequisite: MC 110, Music Appreciation, or equivalent) This course is a survey of liturgies, a study of music appropriate to the church calendar. It includes the study of hymns, responses, anthems, choral music for service use, and the church music program. 2-0-2\*

## MC 214 CHURCH MUSIC

(Prerequisite: MC 213, Church Music) This course is a continuation of MC 213, Church Music, and includes the principles of service playing, organ literature, and a study of the larger forms of choral music. 2-0-2\*

## MC 215 CONDUCTING

This is a course in the basic techniques of choral and instrumental conducting. It includes an introductory study of instrumentation and choral techniques, score reading and interpretation, and is especially designed for the terminal student in music. 2-0-2\*

#### MC 221 APPLIED MUSIC

(One half-hour lesson a week) This is a continuation of MC 122, Applied Music. 1-0-1\*

## MC 222 APPLIED MUSIC

(One half-hour lesson a week) This is a continuation of MC 221, Applied Music. 1-0-1\*

#### MC 223 APPLIED MUSIC

(Two half-hour lessons a week) This is a continuation of MC 123, Applied Music. 2-0-2\*

## MC 224 APPLIED MUSIC

(Two half-hour lessons a week) This is a continuation of MC 223, Applied Music. 2-0-2\*

### MC 226 BRASS TECHNIQUES

This course provides basic class instruction in brass instruments and is recommended for Music Education majors. 0-2-1\*

#### MC 227 WOODWIND TECHNIQUES

This course provides basic class instruction in woodwind instruments, and is recommended for Music Education majors. 0-2-1\*

## MC 228 STRING TECHNIQUES

This course provides basic class instruction in violin, viola, cello, and string bass, and is recommended for Music Education majors. 0-2-1\*

## MC 231 APPLIED MUSIC - VOICE

(One half-hour lesson a week) This is a continuation of MC 132, Applied Music – Voice. 1-0-1\*

## MC 232 APPLIED MUSIC - VOICE

(One half-hour lesson a week) This is a continuation of MC 231. Applied Music - Voice.  $1 \cdot 0 \cdot 1^*$ 

#### MC 233 APPLIED MUSIC -- VOICE

(Two half-hour lessons a week) This is a continuation of MC 134, Applied Music - Voice.  $\,$  2-0-2\*  $\,$ 

## MC 234 APPLIED MUSIC - VOICE

(Two half-hour lessons a week) This is a continuation of MC 233, Applied Music - Voice.  $2 \cdot 0 \cdot 2^*$ 

## MC 291 SIGHT SINGING

(Prerequisite: MC 192, Sight Singing, or equivalent) This course provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on chromatic materials. 0-2-1\*

## MC 292 SIGHT SINGING

(Prerequisite: MC 291, Sight Singing, or equivalent) This course is a continuation of MC 291, Sight Singing. 0-2-1\*

## MC 070 MUSIC THEATRE WORKSHOP

This is a course designed to acquaint the student with the skills and techniques of music theatre performance. Various aspects of acting and singing are studied. Excerpts from appropriate repertory are used for the application of these skills and techniques. No credit.

<sup>+</sup> A maximum of 4 smester hours credit may be applied toward the Associate of Arts Degree. Credit received for participation may be in addition to normal academic load.

#### NURSING

# (University Parallel)

This program is intended to give the student the first two years of a four year course leading to a Bachelor's Degree in nursing.

Since requirements of colleges vary, students should obtain a catalog of the senior college to which they intend to transfer and consult with the Dean of the School of Nursing in order to obtain optimum choice of courses at Junior College. In some cases it may be advisable to transfer at the end of the freshman year.

# FRESHMAN YEAR

COURSE			HOURS Vinter Ferm	CREDIT Spring Term
CY 101-102	General College Chemistry		8	
	Freshman Communications		6	
BY 156	Microbiology		3	
HH 101	Personal & Community Hygiene		2	
MS 106	Math for General Education		3	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		3 2 3 2 6	
			3	
		_	33	
	SOPHOMORE YEAR			
AT	History and Appreciation of Art		2	
or				
MC 110.	Music Appreciation	. (2)		
MC 110 . BY 151-152	Anatomy & Physiology		6	
EH	Literature		3	
HE 101	Elements of Nutrition		3	
HY 101	Ancient & Medieval Civilization	ıs	3	
	U.S. History to 1865	(3)		
HY 102	Modern Civilizations		3	
or	Wodern Civinzations		-	
	U.S. History from 1865	(3)		
	Physical Education		2	
PV 201	General Psychology		3	
DV 201	Personality Development		3	
CD 101	Fundamentals of Speech		3	
31 101	i undamentals of opecer			

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#### NURSING

# (Specialized, Business, Technical, Professional Program)

This course is open to both men and women, married or single. It is approved by the Florida State Board of Nursing and graduates are eligible to take the state examination for licensure to practice as Registered Nurses. The program as outlined here leads to graduation with the Associate of Science Degree. Clinical experience is in the following hospitals: Bethesda, Good Samaritan, Southeast Florida Tuberculosis Hospital, and other community agencies. Students are assigned to the clinical area and are responsible for providing their own transportation. Palm Beach Junior College reserves the right to drop from the Nursing Program any student who, in the opinion of the Chairman of the Nursing Department, does not perform satisfactorily in the clinical area. In addition to the records required by the Registrar, each applicant is required to furnish a copy of his birth certificate.

#### FRESHMAN YEAR

COURSE	DESCRIPTION	SEME	STER HOURS	CREDIT
		Fall Term	Winter Term	Spring Term
	Anatomy & Physiology Microbiology		3 3	
CY 101	General College Chemistry	. 4	3	
EH 101-102	Freshman Communications	. 3	3	
NG 101	Fundamentals of Nursing	. 3	/	
NG 102-103 HE 103	Medical & Surgical Nursing Nutrition for Nurses	. 2	3	4
PE	Physical Education	. 1	1 3	
	-	16	16	4
	SOPHOMORE YEAR			
NG 201	Medical & Surgical Nursing	6		
NG 202-203	Maternal & Child Care	3	7	
NG 204*	Psychiatric Nursing	3	3	
Electives**		(4)	(4)	
NG 205	Nursing Trends		2	
PE	Physical Education	I	1	
55 101-102***	Soical Inst.; Political Inst.	3	3	
	16	-17	16-17	

<sup>\*</sup>Half of the class will take NG 204 in the fall and Humanities in the winter.

The other half of the class will reverse the sequence.

\*Humanities, including two of th following: Art Appreciation, Music Appreciation,

or Literature.

<sup>\*\*\*</sup>PL 201 or HY 201 may be substituted for SS 102.

#### NURSING

#### NG 101 FUNDAMENTALS OF NURSING

(Co-requisites: CY 101 General College Chemistry and BY 151 Anatomy and Physiology.) This course is an orientation to the field of nursing and includes basic concepts and procedures. Emphasis is placed on normal health needs, defining nursing problems and application of techniques in the laboratory. Offered in the first term. 1-6-3\*

#### NG 102 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 101 Fundamentals of Nursing.) This segment is an introduction to nursing needs of the adult with more common medical and surgical conditions, emphasizing prevention of illness, rehabilitation and care of chronically and acutely ill. Through patient centered teaching, the clinical experience provides opportunity for development of skills by utilizing principles of nursing care, diet therapy, drug therapy, mental hygiene and patient and family teaching. Offered in the second term. 1-6-3\*

#### NG 103 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 102 Medical and Surgical Nursing.) This is a continuation of NG 102. Offered in the first session of the third term only. 6-27-5\*

#### NG 201 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 103 Medical and Surgical Nursing.) This provides a continuation of NG 103 with emphasis on more difficult nursing problems encountered in care of the adult with medical or surgical conditions. Experience in the clincal area supplements the course. Patient centered nursing and conferences are utilized to assist the student in integrating knowledge and skill essential for providing optimum nursing care. Offered in the first term only. 3-9-6\*

# NG 202 MATERNAL AND CHILD CARE

(Prequisite: NG 103 Medical and Surgical Nursing.) This course is family centered. Emphasis is placed on normal aspects of the maternity cycle and prevention of complications. In child care, emphasis is placed on normal growth and development of the child from infancy through adolescence and on individualized care in health and disease. Offered in the first term. 2-3-3\*

# NG 203 MATERNAL AND CHILD CARE

(Prerequisite: NG 202 Maternal and Child Care.) This is a continuation of NG 202. Offered in the second term. 3-12-7\*

### NG 204 PSYCHIATRIC NURSING

(Prerequisite: NG 103 Medical and Surgical Nursing.) This is a study of the principles of psychiatric nursing, problems related to the application of these principles and supervised practice in the application of psychiatric nursing principles to the care of patients. Offered in both the first and second terms. 1-6-3\*

#### NG 205 NURSING TRENDS

(Prerequisite: NG 201 Medical and Surgical Nursing.) Current developments in nursing and the responsibilities of the nurse will be included in this course. Offered in the second term. 3-0-3\*

#### PHILOSOPHY

#### PI 101 INTRODUCTION TO PHILOSOPHY

This course is designed to acquaint the student with the nature of philosophy, its methods and some of the major problems with which it has been concerned from the pre-Socratic era to the present. Special attention is given to the source of ideas and their relationship to science, art, religion and socio-political developments. 3-0-3\*

# PI 102 MAJOR MORAL THEORIES

(Prerequisite: PI 101 Introduction to Philosophy.) This course involves an exploration of the role of the major theories of the good life in influencing decision-making by individuals and by society. 3-0-3\*

# PHYSICAL EDUCATION

# (University Parallel)

# FRESHMAN YEAR

OURSE	DESCRIPTION	SEMESTER	HOURS	CREDI
AT	History and Appreciation of	Art	2	
BY 101-102	General Biology		8	
EH 101-102	Freshman Communcations		6	
HH 101	Personal & Community Hygical	ene	2	
PE	Physical Education		2	
PE 230	Introduction to Physical Educa	tion	-	
	Social Inst.; Political Inst		6	
Electives			3	
		_	32	
FH	SOPHOMORE YEAR Literature		6	
	First Aid		ì	
	Music Appreciation		2	
	Mathematics for General Edu		3	
PE	Physical Education		2	
PY 201-203	Gen. Psvch; Child Growth & I	Dev	6	
SP 101	Fundamentals of Speech		3	
Electives			9	
			32	

# PHYSICAL EDUCATION

### PE 101 TEAM ACTIVITIES FOR MEN

Provision is made in this course for a general review of a variety of team activities. Skills, strategy and application of the rules of soccer, speedball and gatorball will be included with flag-football and softball reviewed when in season. 0-2-1\*

# PE 102 TEAM ACTIVITIES FOR WOMEN

This basic course includes the skills, strategy, and application of rules for volleyball and soccer. Other activities such as basketball, speedball, and softball may be taught when in season. 0-2-1\*

### PE 103 BADMINTON FOR MEN

This course offers instruction in basic skills and fundamentals with practice in singles and doubles play. 0-2-1\*

#### PE 104 BADMINTON FOR WOMEN

Included in this course are skills, strategy and application of rules for badminton. 0-2-1\*

#### PE 105 VOLLEYBALL FOR MEN

This course introduces the student to the various skills and fundamental techniques of volleyball. 0-2-1\*

#### PE 107 PLAY GYMNASTICS FOR MEN

This course offers opportunity in a fun type of self-testing activity through participation in stunts, tumbling and apparatus. 0-2-1\*

# PE 108 RECREATIONAL LEADERSHIP FOR WOMEN

This course includes the theory and practice in team and individual activities with respect to skills, strategy, application of rules, officiating methods and the conduct of matches and tournaments. 0-2-1\*

#### PE 109 WRESTLING FOR MEN

This course introduces the student to the various rules, skills and fundamental techniques of wrestling. 0-2-1\*

# PE IIO STUNTS AND TUMBLING FOR WOMEN

This course is designed to develop elementary skill and acquire safety procedures. Opportunity is provided for learning basic skills in individual and dual stunts, tumbling, and pyramid building. 0.2-1\*

# PE 201 ARCHERY (CO-ED)

This course is designed to provide the student with basic skills, techniques and knowledge in archery. 0-2-1\*

# PE 203 RECREATIONAL GAMES (CO-ED)

This course offers activities of a recreational nature with emphasis on participation in table tennis, croquet, deck tennis and other activities subject to staff approval. 0-2-1\*

#### PE 204 BOWLING (CO-ED)

This course is designed to develop performance and skills in bowling. 0.2-1\*

# PE 205 BEGINNING SWIMMING (CO-ED)

This course is designed to equip the student with basic water safety skills and knowledge. 0-2-1\*

### PE 206 INTERMEDIATE SWIMMING (CO-ED)

This course provides the student with the opportunity to learn the elements of good swimming. 0-2-1\*

#### PE 207 SENIOR LIFESAVING (CO-ED)

This course is a combination of skills and knowledge with a positive attitude toward water safety. Successful completion qualifies the student for the American Red Cross Senior Lifesaving Certificate. 0-2-1\*

# PE 208 FUNDAMENTALS OF INTERPRETIVE MOVEMENT (CO-ED)

Included in this course are theory and practice of condition exercises, fundamentals of movement and its rhythmic structure. 0-2-1\*

#### PE 209 INTERPRETIVE MOVEMENT (CO-ED)

This course includes theory, practice, and application of rhythmic movements and techniques. 0-2-1\*

### PE 230 INTRODUCTION TO PHYSICAL EDUCATION

(Prerequisite: Open only to declared PE majors and minors.) This course is an introduction to physical education and related areas, including history, program, training and professional opportunities. 3-0-3\*

# PE 231 CREATIVE ACTIVITIES FOR PRE-SCHOOL AND PRIMARY CHILDREN

Exploration and study of story-telling, pantomine, interpretive dance, verse choir, and related creative activities for pre-school and primary children. 2-2-3\*

#### PE 232 SURVEY OF DANCE

This course includes history, practice, and application of basic dance forms and traditional dance skill, including ballet, creative dance, folk dance, and square dance. 2-2-3\*

# PHYSICAL THERAPY

# (University Parallel)

# FRESHMAN YEAR

COURSE	DESCRIPTION SEMESTER	HOURS CREDIT
AT	History & Appreciation of Art	2
or	35	
MC 110	Music Appreciation (2)	
CY 101-102	General College Chemistry	8
EH 101-102	Freshman Communications	6
HH 101	Personal & Community Hygiene	2
MS 111-121	College Algebra; Trigonometry	6
PE	Physical Education	2
SS 101-102*	Social Inst.; Political Inst.	6
	-	32
	SOPHOMORE YEAR	
BY 101-102	General Biology	8
EH	Literature	3
PE	Physical Education	2
PH 201-202	General Physics	8
PY 201-202	Gen. Psych.; Pers. Development	6
LC 101	Art of Thinking	3
		2
	-	32

#### PHYSICS

# (University Parallel)

The physics program is designed for the above average student. Other students desiring to have a major in physics must plan to take five terms of study. This curriculum, outlined below, will satisfy all General Education requirements for graduation from Palm Beach Junior College.

### FRESHMAN YEAR

C	OURSE	DESCRIPTION SI	EMESTER	HOURS	CREDIT
	CY 101-102	General College Chemistry		8	
	EH 101	Freshman Communications		3	
	GN101-102*	Elementary German		6	
	HH 101	Personal & Community Hygiene		2	
	MC 110	Music Appreciation		2	
		Anal. Geom. & Calculus I; II		8	
	PE	Physical Education		2	
	PH 205	General Physics with Calculus		4	
				35	
		SOPHOMORE YEAR			
	EH	Literature		3	
		Freshman Communications		3	
	GN 201-202	Intermediate German		6	
	MS 206	Anal. Geom. & Calculus III		4	
	MS 207	Differential Equations		3	
	PE	Physical Education		2	
		General Physics with Calculus		8	

6 35

SS 101-102\*\* ...... Social Inst.; Political Inst.

<sup>\*</sup>French may be elected. \*\*PL 201 or HY 201 may be substituted for SS 102.

#### **PHYSICS**

#### PH 201 GENERAL PHYSICS

(Prerequisite: MS 141 College Algebra and Trigonometry; or MS 121 College Trigonometry; or two units of high school algebra, one unit of geometry, one-half unit of trigonometry.) This course in Physics is designed for pre-medical and pre-dental students, liberal arts students not majoring in a physical science or mathematics, and students following the technology program. This term covers heat, mechanics, and sound with emphasis on the fundamental concepts and laws of physics and their applications. 3-2-4\*

#### PH 202 GENERAL PHYSICS

(Prerequisite: PH 201 General Physics.) This course covers light, magnetism, electricity, electronics, atomics, and nucleonics. 3-2-4\*

# PH 205 GENERAL PHYSICS WITH CALCULUS (MECHANICS AND HEAT)

(Co-requisite: MS 204, Analytic Geometry and Calculus I) This is the first course of the three term sequence: PH 205, PH 206, and PH 207. This sequence in physics usese the calculus and is designed for students with above average mathematical background. Topics included in the first course are: scalars, vectors and vector manipulations, kinematics of translation, force, mass and the dynamics of translation, Newton's second law applications, friction, statics, angular quantities, circular motion, dynamics of rotation, work, energy, power, impulse, momentum, elasticity, simple harmonic motion, gravitation, statics and dynamics of fluids, temperature, heat quantities, hear transfer, and kinetic theory and thermodynamics. 3-2-4\*

# PH 206 GENERAL PHYSICS WITH CALCULUS (WAVES, ELECTRICITY, MAGNETISM, AND OPTICS)

(Prerequisite: PH 205, General Physics with Calculus) This is the second term of the three-term sequence. Topics included are: wave theory, simple harmonic waves, sound, electrostatics, current electricity, electrolysis, thermoelectricity, electromagnetism, magnets, magnetic circuits, alternating currents, electronics, reflection, refraction, spherical lenses, aberrations, optical instruments, interference and diffraction, polarization, and elementary quantum phenomena. 3-2-4\*

# PH 207 GENERAL PHYSICS WITHCALCULUS (MODERN PHYSICS)

(Prerequisite: PH 206, General Physics with Calculus or adequate score on entrance test administered by the department) This is the third term of the three term sequence. Topics included are: special theory of relativity, introductory quantum theory, atomic structure, radiation, nuclear structure, solid state, elementary particles, and plasmas. 3-0-3\*

#### PHYSICAL SCIENCE

#### PS 101 SURVEY OF PHYSICAL SCIENCE

This course consists of a survey of the development of science in general, including the study of: meteorology—climate and weather; astronomy—the earth in the solar system and the universe; and geology—the history of the earth and changes in its surface.

#### PS 102 SURVEY OF PHYSICAL SCIENCE

This course is a study of the fundamental concepts of chemistry and physics in their application to everyday life, including the study of chemical, physical and nuclear changes; chemical elements and compounds; the carbon, nitrogen and hydrogen cycles; and the conservation of energy law. This course is recommended for students planning to take chemistry and physics who have not had these courses in high school. 3-0-3\*

#### POLITICAL SCIENCE

#### PL 201 AMERICAN NATIONAL GOVERNMENT

This course strives to develop an understanding and appreciation of the political institutions of the United States. Its principal feature is an exhaustive study of the origin, nature and development of the Constitution of the United States. The course also includes a discussion of political parties, pressure groups, economic blocks, sectional interests, bodies of political and social opinion and other forces which influence the process of government. 3-0-3\*

### PL 202 AMERICAN STATE AND LOCAL GOVERNMENT

A continuation of the study of the government of the United States, this course emphasizes the role of the national administration, our federal system as it relates to state governments, including taxation problems, law enforcement and the administration of justice, problems of metropolitan areas, interstate relationships, government regulations, operation of public utilities and public planning. 3-0-3\*

# PRE-AGRICULTURE

# (University Parallel)

This program will provide the necessary General Education requirements for the first two years of college, and in addition, includes sufficient basic sciences so the student will be fitted to enter the agricultural program of the college of his choice. Students planning to study Forestry at the University of Florida should include MS 204 in the sophomore year.

#### FRESHMAN YEAR

C	DURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
	BY 101-102	General Biology		8	
	BY 203	Genetics		3	
		Freshman Communications		6	
	HH 101	Personal & Community Hygiene	e	2	
	MS 111	College Algebra		3	
	MS 121	College Trigonometry		3	
	PE	Physical Education		2	
	SS 101-102*	Social Inst.; Political Inst.		2	
	Elective			2	
			_	35	
		SOPHOMORE YEAR			
	BY 221	Horticulture		3	
	BY 211	Botany		4	
	CY 101-102	General College Chemistry		8	
	EH	Literature		3	
	PE	Physical Education		2	
	AT	History & Appreciation of Art		2	
	MC 110	Music Appreciation	(2)		
	**Electives			14	

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<sup>\*</sup>PL 201 or HY 201 may be substituted for SS 162. \*\*Suggested elective. PH 201 and PH 202. (Should have Trigonometry as pre-requisite or co-requisite.

#### PRE-LABORATORY TECHNOLOGY

# (University Parallel)

This program is intended to give the student the first two years of a four year course leading to a bachelor's degree in laboratory technology. Since this is not a terminal course, the choice of electives will depend on the requirements of the hospital at which the student is planning to complete his program. Three years of college training are required before admission to an approved school of medical technology.

#### FRESHMAN YEAR

COURSE	DESCRIPTION SEMES	TER HOURS CREDIT
BY 101-102	. General Biology	. 8
	. Microbiology	
CY 101-102	. General College Chemistry	. 8
EH 101	Freshman Communications	. 3
HH 101	. Personal & Community Hygiene	. 2
	. Physical Education	
SS 101-102*	. Social Inst.; Political Inst.	. 6
Electives		3
		32
		32
	SOPHOMORE YEAR	
BY 203	Genetics	3
BY 205	Experiments in Genetics	. 1
	Quantitive Analysis	
CY 211-212	. Organic Chemistry	. 8
EH 201	. English Literature	. 3
MC 110	. Music Appreciation	. 2
or	••	
AT	. History & Appreciation of Art	(2)
MS 111-121**	. College Algebra; Trigonometry	. 6
PE	. Physical Education	. 2
Electives		3
		32

<sup>\*</sup>PL 201 or HY 201 may be substituted for SS 102.
\*\*Any more advanced math course may be elected.

# PRE-MEDICINE, PRE-DENTISTRY, PRE-PHARMACY and PRE-VETERINARY

# (University Parallel)

This course will meet the minimum requirements for admission to most medical and dental schools. While students are admitted to dental schools after two years of pre-professional work, medical schools require at least three, and usually four years of pre-professional work. In all cases, the student must correspond with the school to which he is planning to transfer in order that he may know the specific requirements for admission thereto.

# FRESHMAN YEAR

COURSE	DESCRIPTION SEMESTER	HOURS	CREDIT
BY 101-102	General Biology	8	
CY 101-102	General College Chemistry	8	
EH 101-102	Freshman Communications	6	
	College Algebra; Trigonometry	6	
PF	Physical Education	2	
SS 101-102*	Social Inst.; Political Inst.	6	
55 101 102	Joelai Indi, I ontical Indi.		
		36	
	SOPHOMORE YEAR		
AT	History & Appreciation of Art	2	
	Music Appreciation(2)	)	
BY 201-202**	Comp. Vertebrate Anatomy	6	
CY 211-212+	Organic Chemistry	8	
EH 201	English Literature	3	
HH 101	Personal & Community Hygiene	2	
PE	Physical Education	2	
PH 201-202	General Physics	8	
+Electives	Conclus Thysics	3-4	

<sup>\*</sup>PL 201 or HY 201 may be substituted for SS 102. \*\*For Pre-Pharmacy students, BA 101-102 or CY 202 may be elected. +CY 202 or PY 201 must be elected.

#### **PSYCHOLOGY**

#### PY 201 GENERAL PSYCHOLOGY

Designed to provide a representative survey of psychology, this course explores scientifically various aspects of human behavior and adjustment. The major emphases are on the study of important philosophical forces, the structure and function of personality, individual and group differences, the nature of intelligence, the motivational aspects of behavior and emotions, the learning process and an orientation and critical appraisal of current psychological tests. 3-0-3\*

# PY 202 PERSONALITY DEVELOPMENT

(Prerequisite: PY 201, General Psychology or permission of the instructor) This course is a summary of the theories, methods and research of psychologists, organized on the basis of personality as a science. The goals, theories and methods of the science first are introduced and then applied in turn to the understanding of personality traits, to the dynamic structure of personality as a whole, and to the interaction and structure of the environment. Because the goals of the science include the control of personality, as well as an understanding of its mechanisms, applications to personal and social problems are considered within this framewark. 3-0-3\*

#### PY 203 CHILD GROWTH AND DEVELOPMENT

(Prerequisite: PY 201 General Psychology or permission of the instructor) This course offers an approach to the study of children. It includes a survey of problems, principles and achievements in the field of psychology as these contribute to the personal development and general welfare of the individual in his relationship to the social world, scientific method, biological foundation of behavior, personality, motivation, emotions, individual differences and reactions to conflict. The course will require observations of children from the pre-school through the high school levels. 3-0-3\*

# PY 204 EDUCATIONAL PSYCHOLOGY

(Prerequisite: PY 201, General Psychology or permission of the instructor) This course is specifically designed to aid the prospective teacher in gaining an understanding of the basic psychological principles which will place him in a favorable position in dealing with the varied problems in a classroom situation. It particularly emphasizes the intellectual, social, emotional and physical factors of growth and development as these relate to the learning process. Offered in Evening only. 3-0-3\*

#### RELIGION

#### RN 101 THE OLD TESTAMENT

This course is primarily an introduction to the study of the Bible. It deals with the history, literature, geography and religion of Israel and surrounding peoples through the Exile and Restoration. Course materials include the English Bible in various translations, authoritative source materials in the area of Old Testament study and the instructor's notes. 2-0-2\*

#### RN 102 THE NEW TESTAMENT

This course is essentially an introduction to the study of the New Testament. It involves a study of the language, literature and geography of the New Testament era. A study is also made of the discovery of the ancient manuscripts, history of modern translations, period between the Testaments, harmony of the Gospels and the history of the early church in the Acts and Epistles. Course materials include the English Bible in various translations, authoritative source materials in the area of New Testament study and the instructor's notes. 2-0-2\*

# RN 201 INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD

This course introduces the student to an understanding of the major religions of the world. Religions studied are: Primitivism, Hinduism, Judaism, Shinto, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam, and Sikhism. Each religion is dealt with in terms of its historical development, basic beliefs, practices, and contemporary importance. 3-0-3\*

#### SOCIAL SCIENCE

# SS 101 SOCIAL INSTITUTIONS

This course explores the biological, psychological and social nature of man, including a study of man's participation in the multiplicity of social groups. The forces and factors that produce patterns of group life are examined with special emphasis on such basic American institutions as marriage and the family, education, recreation, religion, aesthetics and business. 3-0-3\* (Offered as SS 101, Human Institutions, prior to 1965-66.)

# SS 102 POLITICAL INSTITUTIONS

This course introduces the student to the basic institution of government and highlights American political institutions, their characteristics, and major problems. The course expressly provides for a detailed study of the Constitution of the United States. 3-0-3\* (Offered as SS 101, Human Institutions, prior to 1965-66.)

# SS 201 FAMILY RELATIONSHIPS

This course deals with the problems which are likely to be encountered by young married people in determining family goals, planning and

budgeting the use of money, planning and preparing for children and for creating a satisfying family life. 3-0-3\*

# SS 205 INTRODUCTION TO SOVIET STUDIES

This course provides for the comprehensive study of the development of the modern Soviet State, and includes familiarization with the Russian language, history, government and geography. The entire movement of Russian Communism is traced, and will deal largely with the internal examination of the nature and menace of Communism. 3-0-3\*

#### SPANISH

#### SH 101 ELEMENTARY SPANISH

A basic knowledge of Spanish grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. A regularly scheduled period in the language laboratory is required. 3-1-3\*

#### SH 102 ELEMENTARY SPANISH

(Prerequisite: SH 101 Elementary Spanish or equivalent.) The course is a continuation of SH 101. The objectives are to continue the study of basic grammar, composition and pronunciation. Course materials contain information about the life and culture of native speakers of the language. A regularly scheduled period in the language laboratory is required. 3-1-3\*

#### SH 201 INTERMEDIATE SPANISH

(Prerequisite: SH 102 Elementary Spanish or equivalent.) Objectives of this course are an enlarged comprehension of grammar and composition, continued attention to pronunciation, and further study of the life and culture of native speakers of the language through reading and discussions of selected literary works. The language laboratory is optional. 3-0-3\*

# SH 202 INTERMEDIATE SPANISH

(Prerequisite: SH 201 Intermediate Spanish or equivalent.) The course is a continuation of SH 201. The objectives are to further the study of advanced grammar and composition and to enhance the appreciation of the life and culture of native speakers of the language. The language laboratory is optional. 3-0-3\*

# SH 213 CONVERSATIONAL SPANISH

(Prerequisite: SH 102 Elementary Spanish or equivalent.) Emphasis in this course is on oral application of the Spanish language through conversations, discussions and oral themes. Students are given intensive oral laboratory practice. This course may be taken independently or concurrently with SH 201. 2-0-2\*

# SH 214 CONVERSATIONAL SPANISH

(Prerequisite: SH 102 Elementary Spanish or equivalent.) This course

is a continuation of SH 213. Intensive oral laboratory practice is given. It may be taken independently or concurrently with SH 202. 2-0-2\*

### SH 270 INTRODUCTION TO SPANISH LITERATURE

(Prerequisite: 4 years of secondary level Spanish, or SH 202 and/or SH 214, or permission of the Department Chairman.) The course is designed to present the history of Spanish literature in a survey manner. The student is introduced to the major literary movements, representative authors, and works in chronological order from El Cid to the Golden Age. Lectures will be given in Spanish. Written and oral reports are assigned. 3-0-3\*

#### SH 271 INTRODUCTION TO SPANISH LITERATURE

(Prerequisite: SH 270 or permission of the Department Chairman.) The course is a continuation of SH 270 from 1800 ot the 20th Century. 3-0-3+

# SPEECH

# (University Parallel)

# FRESHMAN YEAR

OURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
SP 101	Fundamentals of Speech		3	
BY 101-102	General Biology		8	
EH 101-102	Freshman Communications		6	
MC 141	Class Voice		1	
PE 208-209	Interpretive Movement		2	
SP 103	Introduction to the Theatre		3	
SP 104	Techniques of Dramatic Art		3	
SP 105	Fundamentals of Stagecraft		3	
SP 106	Advanced Stagecraft		3	
SS 101	Social Institutions		3	
			35	
	SOPHOMORE YEAR			
AT	History & Appreciation of Art		2	
or				
MC 110	Music Appreciation	(2)		
EH 201-202	English Literature		6	
HH 101	Personal & Community Hygiene		2	
MS 106	Math for General Education		3	
PE	Physical Education		2	
PY 201	General Psychology	(3	3)	
or				
Language	Spanish, French, or German		6	
SP 102	Public Speaking		3	
SP 201	Discussion and Debate		3	
SP 202	Acting		3	
SS 102*	Social Institutions		3	

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#### SPEECH

#### SP 101 FUNDAMENTALS OF SPEECH

The course is designed to give the student the fundamental principles necessary to the development of an acceptable speaking voice and an effective informal conversational style. Emphasis is placed upon adjustments, voice, articulation, pronunciation, listening, the skills of oral reading and the skills of informative speaking. 3-0-3\*

#### SP 102 PUBLIC SPEAKING

(Prerequisite: SP 101 Fundamentals of Speech, or permission of department chairman) The course is designed to give the student practice in critically analyzing contemporary speeches and speakers and in the delivery of various types of public speeches. There is continued instruction in organization, phrasing and diction. Special emphasis is placed upon purpose, audience and occasion. 3-0-3\*

# SP 103 INTRODUCTION TO THE THEATER

This course presents a general approach to the organization of the theater especially designed to develop the student's knowledge and appreciation of the theater arts through an historic and contemporary study of the drama. 3-0-3\*

#### SP 104 TECHNIQUES OF DRAMATIC ART

This course is a study of the theater showing the relationships of the various elements in the production of a play. It stresses both the aesthetic and practical place and function of the playwright, director, designer, technician and actor. 3-0-3\*

# SP 105 FUNDAMENTALS OF STAGECRAFT

This course presents lectures and practical laboratory experience in the construction, painting and handling of scenery; costume construction; make-up; and the making of properties. It stresses individual and group participation in the complete production of plays with special emphasis on the duties of the technical worker in today's theater. 3.0-3\*

# SP 106 ADVANCED STAGECRAFT

This course is a continuation of SP 105 with special emphasis on set design and lighting techniques. The student studies the principles of designing and executing model sets and sets for production along with the principles of stage lighting as it affects painted scenery, stage make-up, costume colors and materials and as it contributes to the overall effect of a production. 3-0-3\*

# SP 201 DISCUSSION AND DEBATE

(Prerequisite: SP 101 Fundamentals of Speech, or equivalent) Examination of the principles and methods of discussion and debate is included in this course. The class studies and applies the speech forms of discussion in persuasion and argumentation. Forum and panel groups discuss current issues and problems of social and political interest. De-

bates are also held in the classroom. It is important for anyone signing up for debate class to see the Head of Communications Department about scheduling. 3-0-3\*

#### SP 202 ACTING

(Prerequisite: SP 104 or special permission of Department Chairman) A study of the fundamental principles and techniques of acting. Training in pantomine, stage movement, characterization, and motivation is given. Students will present scenes from plays as classroom exercises. 3-0-3\*

#### X-RAY TECHNOLOGY

# (Specialized, Business, Technical, Professional Program)

This course requires two calendar years of study. It is designed to develop the student's knowledge of fundamental principles underlying all phases of X-ray technology and the acquisition of skill in the application of these principles.

Applicants for the course are required to take the specific aptitude test for X-ray technicians (B-326), general aptitude test, battery B-1002, with manual and finger dexterity included. These tests may be taken at any U. S. Employment Service. The results are to be mailed directly to the Director of X-ray Technology, Palm Beach Junior College. Palm Beach Junior College reserves the right to drop from the program any student who, in the opinion of the director, does not perform satisfactorily in the clinical situation.

Upon satisfactory completion of the course, an Associate of Science Degree

is awarded.

In addition to the program as outlined below Clinical Practice I and Clinical Practice II (404 clock hours of practical experience in the hospital) will be received between the end of the Spring Terms and the beginning of the Fall Terms.

Five hundred clock hours of Clinical Practice In Emergency will be received during the Sophomore year.

#### FRESHMAN YEAR

O	OURSE	DESCRIPTION	SEMES	TER HOURS		
			Fall Term	Winter Term	Ť	ing rm /2nd
	BY 151-152	Anatomy & Physiology	. 3	3		
	BY 255	Medical Terminology		3		
	EH 101-102	Freshman Communications			3	3
	HH 103	First Aid	. 1			
		Physical Education		1		
	XR 101	Fundamentals of X-Ray Tech.	1			
	XR 103	Physics I & Dark Room Chem.	3			
	XR 104	Physics II		2		
	XR 105	Prin. of Radio. Exp. I & Pos. A	4			
	XR 106	Prin. of Radio. Exp II, Pos. B				
		& Contrast Media		4		
	XR 107-108	Film Critique I & II	. 2	2		
		Prin. of Radio., Positioning C			3	
		Prin. of Radio., Exp. III				
		& Protection				3
		-	14	15	6	6

#### X-RAY TECHNOLOGY

#### SOPHOMORE YEAR

COURSE	DESCRIPTION	SEMEST Fall Term	ER HOURS Winter Term	CREDIT Spring Term
HH 101	Personal & Comm. Hygiene			2
MS 107	Basic Algebra	-	3	
PE	Physical Education	. 1	1	1
SS 101-102*	Social Inst.; Political Inst	. 3	3	
XR 201	Nurs. Proced. Pert. to Radio. 8	ζ		
	Ped. Radiography	. 3		
XR 202	Topographic Anatomy		2	
	Special Radio. Proceudres			
	Radiation Therapy		2	
XR 206	Intraoral Radiography		2	
	Film Critique III & IV		2	
	Sur. of Med. & Surg. Diseases			2
	Dept. Admin. & Equip. Main.			3
	Clinical Conference			3
	,	13	15	5 6

# X-RAY TECHNOLOGY

#### XR 101 FUNDAMENTALS

This course includes an overall view or radiologic technology, professional ethics, and departmental responsibilities. 1-0-1\*

# XR 103 PHYSICS AND DARKROOM CHEMISTRY

The fundamentals of electrical and radiation physics, basic principles underlying theoperation of X-ray equipment and auxiliary devices, and darkroom chemistry and techniques are included in this course. 2-3-3\*

# XR 104 PHYSICS II

This is a continuation of XR 103. 1-3-2\*

# XR 105 PRINCIPLES OF RADIOGRAPHIC EXPOSURE I AND POSITIONING A

This course is designed to give the student a thorough understanding and opportunity for practical application of X-ray technique and/or positioning of the structures and organs of the body. 2-6-4\*

# XR 106 PRINCIPLES OF RADIOGRAPHIC EXPOSURE II, POSITIONING B AND CONTRAST MEDIA

This is a continuation of XR 105 and the common procedures involving the use of contrast media. 2-6.4\*

# XR 107 FILM CRITIQUE I

This course includes a critical estimate of exposed film in comparison with those of accepted standards. 0-3-2\*

\*PL 201 or HY 201 may be elected.

#### XR 108 FILM CRITIQUE II

This is a continuation of XR 107. 1-3-2\*

### XR 109 PRINCIPLES OF RADIOGRAPHIC POSITIONING C This is a continuation of XR 106. 2-3-3\*

# XR 110 PRINCIPLES OF RADIOGRAPHIC EXPOSURE III

#### AND PROTECTION

This is a continuation of XR 106 and principles for providing maximum safety to patients and personnel. 2-3-3\*

# R 201 NURSING PROCEDURES AND PEDIATRIC RADIOGRAPHY

Procedures and techniques used in general care of the patient and the X-raying of children are included in this course. 1-6-3\*

#### XR 202 TOPOGRAPHIC ANATOMY

The regions of the body, the location of organs and the relation of the organ to other organs within the same region are stressed in this course. 1-3-2\*

#### XR 203 SPECIAL RADIOGRAPHIC PROCEDURES

Specialized and highly technical procedures in radiography, equipment, opaque media used, and general indications for each examination are included in this course. 2-6-4\*

# XR 204 RADIATION THERAPY

This course includes principles and practice in radiation therapy, including the use, handling, and storage of radium and radio-active isotopes. 1-3-2\*

### XR 206 INTRAORAL RADIOGRAPHY

The principles and practice of dental radiography are included in this course. 1-3-2+

# XR 207 FILM CRITIQUE III

This is a continuation of XR 108. 1-3-2\*

# XR 208 FILM CRITIQUE IV

This is a continuation of XR 207. 1-3-2\*

# XR 210 SURVEY OF MEDICAL AND SURGICAL DISEASES

The changes that occur in disease and injury and their application to X-ray technology are included in this course.  $\,$  1-3-2  $^*$ 

# XR 212 DEPARTMETAL ADMINISTRATION AND MAINTENANCE

Principles of organization, function, supervision and financial arrangements relative to the X-ray department are included in this course. 2-3-3\*

# XR 214 CLINICAL CONFERENCE

This course includes principles and practice in the use of problem solving techniques as they relate to the clinical situation. 2-3-3\*

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# NOTES

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# REFERENCE ROOM



Lake Worth, Fla. 33461

